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MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 101 (1 of 1)

SUBJECT: INTRODUCTION

Effective: July 31, 1981

Section: 101. Table of Contents

Issued: Aug. 10, 1981

Approved: *P.C. Fisher*

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	101	Table of Contents
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MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 102 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Dec. 13, 1976

Section: 102. Objectives of codification

Issued: Dec. 1, 1976

Approved: *C. C. Sturges*

The Board of Regents of Montana University System discharges its constitutional responsibilities through policies adopted by the Board of Regents and administrative rules and regulations established at various levels.

To insure that such policies are available to all interested parties, a Policy and Procedures Manual has been established by the Office of the Commissioner of Higher Education to incorporate appropriate legal and judicial provisions, Regents' policies and administrative rules and regulations which are applicable to the entire system, or portions of it, as well as to any other agencies which the legislature may place under the charge of the Board of Regents.

The manual has been developed in several major sections which roughly parallel major functional areas within a university: governance and organization, academic affairs, personnel, compensation, research and public service, financial affairs, physical plant, student affairs, planning and private institutions.

Each major section is divided into as many subdivisions as are necessary to handle the subject matter within a particular function. The material in each subsection is organized as follows:

1. statutory authority (if appropriate)
2. judicial interpretation and attorneys' general opinions (where applicable)
3. board policy
4. definitions
5. procedures
6. forms
7. history

Obviously, all seven items may not be present or used in any single subdivision of the manual.

The pagination of the manual has been devised to be as flexible as possible. It allows campus policies and procedures or other related materials to be inserted without disturbing the pagination, and it insures a rather simple method for keeping the manual current. It is hoped this method would facilitate the usefulness of the manual.

An alphabetical index at the end assists in finding material which might not be readily classifiable.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 103 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Dec. 13, 1976

Section: 103. Procedure for maintenance
of the manual

Issued: Dec. 1, 1976

Approved: *P C Durhan*

The Director of Planning has been assigned the responsibility for coordinating the development, issuance and maintenance of this Policy and Procedures Manual.

The manual will be issued as individual sections are completed rather than waiting until all policies and procedures have been researched and codified. Priority will be given to any new or revised policies adopted by the Board of Regents or other authority. The issuance of sections of this manual will supersede any earlier policy statements on the same subject.

All holders of the manual will be issued a copy of new or revised policies for insertion into the looseleaf binder which will be provided. Holders will also be notified of deletions which should be made.

The Director of Planning will maintain a master list of all offices holding copies of the manual and changes will be addressed to the office generally rather than to specific individuals. It is intended that the manual be a part of a particular office rather than the property of a particular individual.

Manuals will be issued to offices on each campus designated by the president, to members of the Board of Regents and to others, as appropriate.

The Director of Planning is responsible for insuring that policy statements disseminated through this Policy and Procedures Manual are not in conflict with other policy of the Board.

The Interunit Committee on Codification will review proposed codification of existing policy statements prior to promulgation by the Director of Planning and coordinate the review on individual campuses.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 103.1 (1 of 1)

SUBJECT: INTRODUCTION

Effective: July 31, 1981

Section: 103.1 Policy Rescissions

Issued: Aug. 10, 1981

Approved: *P.C. Tushnet*

Board policy:

1. Any item adopted by the State Board of Education ex officio Regents of the University of Montana prior to July 1, 1973 and any item adopted by the Board of Regents of Higher Education since July 1, 1973 which has not been codified into the Montana University System Policy and Procedures Manual is rescinded.

History:

Item 31-001-R0781, Policy Rescissions; Montana University System, July 31, 1981.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 104 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Oct. 4, 1996

Section: 104

Distribution of the Manual

Issued: Oct. 4, 1996

Approved: *E. Wheat*

The Policy and Procedures Manual is distributed to the following:

- ❑ Board of Regents
- ❑ Montana State University-Bozeman
- ❑ Montana State University-Billings
- ❑ Montana State University-Northern
- ❑ The University of Montana
- ❑ Western Montana College of The University of Montana
- ❑ Montana Tech of The University of Montana
- ❑ Colleges of Technology
- ❑ Commissioner's Staff
- ❑ Community College Presidents
- ❑ Tribally-controlled Community College Presidents
- ❑ Private College Presidents
- ❑ Governor
- ❑ Legislative Auditor
- ❑ Legislative Fiscal Analyst
- ❑ Office of Public Instruction
- ❑ Board of Public Education
- ❑ UM University Teachers Union
- ❑ Montana Federation of Teachers
- ❑ Montana State Library
- ❑ Montana State Law Library

SUBJECT: INTRODUCTION

Section: 105.1 Distribution of Materials

Page: 105.1 (1 of 1)

Effective: Dec. 13, 1976

Issued: Dec. 13, 1976

Approved: *P. C. H. H.*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
101	Table of Contents	
102	Objectives of Codification	- -
103	Procedure for maintenance of the manual	- -
104	Distribution of the Manual	- -
105.1	Distribution of Materials	- -
250.1	Statement of Philosophy, Montana University System	- -
305.1	Registration; simultaneous	New policy
320.1	Accreditation recognition; proprietary institutions	New policy
402	Anatomical donations	Item 4-012-R0474, April 8, 1974
503.1	Consumption of Alcoholic Beverages in Dormitories and Married Student Housing	Item 12-005-R0676, October 23, 1976 and Regents' minutes, Sept. 10, 1973
920.1	Purchasing requisitions; computing equipment	New policy

Administrative Services
Policy and Procedures Manual

Page: 105.2 (1 of 1)

SUBJECT: INFORMATION

Effective: Jan. 20, 1977

Section: 105.2 Distribution of Materials

Issued: Jan. 20, 1977

Approved: *P. C. Duncan*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	--
105.2	Distribution of Materials	--
203.3.1	Board of Regents - Seal	--
203.3.2	Board of Regents - Minutes	Portion of Policy Item II-901-R1275
203.3.3	Board of Regents - Policy & procedures	Portion of Policy Item II-901-R1275
203.3.4	Alphabetical Index	New Material

UNIVERSITY OF CALIFORNIA
Policy and Procedures Manual

SUBJECT: INTRODUCTION

Section: 105.3 Distribution of Materials

PAGE: 105.3 (1 of 1)

Effective: Feb. 15, 1977

Issued: Feb. 15, 1977

Approved: *Oetzel*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
203.2.2	Board of Regents - Meeting Notice	Board of Regents By-laws, Article V, Item 11-901-R1275, as amended June 7, 1976; Feb. 15, 1977
203.5.1	Hearings	Item 15-001-R0277, Feb. 15, 1977
203.5.2	Appeals	By-laws, Article VIII (rescinded Feb. 15, 1977); Item 15-001-R0277, Feb. 15, 1977

A revised copy of the by-laws of the Board of Regents is also being distributed.

Policy and Procedures Manual

Page: 105.4 (1 of 1)

Section: Distribution

Effective: April 1, 1977

Section: 105.4 Distribution of Materials

Issued: April 1, 1977

Approved: *De R...*

The following sections of the Policy and Procedures Manual are being distributed at this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.4	Distribution of Materials	- -
203.5.1	Hearings	Material issued Feb. 15, 1977 is slightly reformatted
305.1	Registration; Simultaneous	Doc 15-001-21276

The Locales notebooks for storing these policy and procedures detail should be available shortly.

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MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.41 (1 of 1)

SUBJECT: INTRODUCTION

Effective: April 16, 1982

Section: 105.41 Distribution of Materials

Issued: April 30, 1982

Approved: *JC Durham*

Board Policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.41	Distribution of Materials	New
218.4	Institutional Organization; Montana State University	Revised
316	Degree credit programs; Montana State University	Revised
702.7	Faculty; emeriti	Revised
1003.3.1	Proceeds from Natural Resource Interests	Revised
1906	Montana Public Interest Research Group	Revised

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.5 (1 of 2)

SUBJECT: INTRODUCTION

Effective: May 11, 1977

Section: 105.5 Distribution of Materials

Issued: May 11, 1977

Approved: *P.L. Dasher*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.5	Distribution of Materials	--
303.1	Curriculum proposals	Item 2-001-R0973 (Revised Oct. 12, 1973)
701.1	Recruitment; Commissioner's staff	Item 15-901-R1276 (Revised April 12, 1977)
702.2	Appointment; Commissioner's staff	Item 15-901-R1276 (Revised April 12, 1977)
920	Purchasing regulations	Item 7-004-R0173
940.4	Late registration fee	Item 200-001 Item 3-002-R0774
940.5	Transcript fee	Item 9-224-R0775, July 28, 1975 as amended by Item 11-207- R1275, Dec. 10, 1973.
940.6	Student fee refund policy	Item 224-004, Sept. 11, 1972; Item 3-004-R1275, Dec. 10, 1973.
940.7	Fee refund schedule	Item 224-003, Sept. 11, 1972; Item 3-002-R1275, Dec. 10, 1973.
940.8	Student activity fees	Item 214-001, April 10, 1970; amended by Item 3-303-R1275, Dec. 10, 1973; Item 15-003-R0277, Feb. 14, 1977; Apr. 12, 1977
940.12.1	Annual fee increase, - Montana University System	Item 220-005, May 21, 1973; Item 3-005-R1275, Dec. 10, 1973; Item 220-004, May 21, 1973; Item 3-005-R1275, Dec. 10, 1973.
940.14	Residence hall rates; room, board	Item 14016, April 10, 1966; Item 4-001-R1275, April 3, 1974.

MONTANA UNIVERSITY SYSTEM
Policy and Procedure Manual

SUBJECT: INTRODUCTION

Section: 100.5 Distribution of Materials

Page: 11 of 21

Effective: May 11, 1977

Issued: May 11, 1977

Approved: *O.C. Burkman*

<u>Section</u>	<u>Title</u>	<u>Policy</u> <u>Superseded</u>
1201	Non-spectator sports	Item 5-004-R0774, July 8, 1974.
2000.1	Alphabetical Index	--

Copies of titles and index files for the Policy and Procedures Manual are available for distribution at the Office of the Commissioner of Higher Education.

NOTRE DAME UNIVERSITY SYSTEM
Policy and Procedure Manual

SUBJECT: INTRODUCTION

Page: 10-16 (1 of 1)

Effective: June 2, 1977

Issued: June 2, 1977

Approved: *P.C. Dwyer*

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
201.4	Board of Regents - Oath of Office	--
204.1	Commissioner of Higher Education; establishment	--
204.4.3	Interunit committees; expenses, faculty council	Item 13001, super- seded by Item 4-015- R0574, 5/20/74
204.4.4	Inter-unit projects	Item 6-005-R1174, 4/14/75, amended 11/7/75
205.3	Council of Presidents	Item 2-004-R0973
205.4	Campus entertainment	Item 12-006-R0576
401.1	Consulting services - faculty	Item 223-002 (Superseded) Item 2-015-R1073 (Super.) Item 2-015-R1073 (Revised) Item 4-010-R0474
1001.2	Property management; community colleges	Item 218-002, superseded by Item 3-006-R1275
1001.3	Property management; Notre Dame University System	Item 204-007, superseded by Item 2-014-R1073, revised 3/25/76
1001.4	Maintenance of Buildings	Item 11-001-R1076
1005.1	Access, physically handicapped	

Policy and Procedure Manual

PAGE: 105.7 (1 of 3)

SUBJECT: INTRODUCTION

Effective: July 12, 1977

Section: 105.7 Distribution of Materials

Issued: July 21, 1977

Approved: *C. C. [Signature]*

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
101	Table of Contents	--
203.2.2	Board of Regents-Meeting Notice	Board of Regents By-laws, Art. V; Item 11-901-R1275, amended June 7, 1975; and Feb. 15, 1977.
203.4	Board of Regents-communications	--
204.3	Commissioner of Higher Education; duties	Item 2-901-R0973, amended Nov. 7, 1975, March 23, 1976, and July 11, 1977.
204.4.1	Inter-unit Advisory Committees; creation	Item 3-902-R0073, Sept. 10, 1973, amended Nov. 7, 1975 and July 11, 1977. Guidelines for Inter-unit Committees issued Feb. 3, 1976.
204.4.2	Inter-unit Advisory Committees; operation	Guidelines for Inter-unit Committees issued Feb. 3, 1976.
250.1	Superseded by 251	--
251	Role and Scope, MJS	Item 213-003, Jan. 26, 1970 (Rescinded); Item 14-000-R1076, Oct. 29, 1976 (Rescinded); Item 16-001-R0577, July 11, 1977.
301.3	Admission requirements, graduate students	Item 165-215 (Rescinded); Item 16-001-R0577, July 11, 1977.
301.4	Superseded by 301.4.1 and 301.4.2	--
301.4.1	Enrollment Limitation ; MJS	Item 4-201-R074 (Rescinded); Board action, April 12, 1977; Item 11-201-R0477, July 11, 1977.
301.4.2	Enrollment Limitation ; MJS	Item 15-301-R0277, Feb. 14, 1977.

MONTANA UNIVERSITY SYSTEM

Policy and Procedure Manual

PAGE: 105.7 (2 of 5)

SUBJECT: INTRODUCTION

Effective: July 12, 1977

Section: 105.7 Distribution of Materials

Issued: July 21, 1977

Approved: *O.C. Tule*

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
304.1	Continuing education; credit programs	Executive Council, Nov. 1955 (Rescinded); Item 165-002 (Rescinded); Item 2-008-R0973 (Rescinded); Item 3-902-R0174 (Rescinded); Item 5-901-R0774 (Rescinded); Continuing Education Recommendations Approved, July 12, 1976 (Rescinded); Item 17-007-R0777, July 11, 1977.
304.2	Continuing education; non-credit programs	Item 8-001-R0575 (Rescinded); Continuing Education Recommendations Approved July 12, 1976 (Rescinded); Item 17-008-R0777, July 11, 1977.
306	Summer session; general	Item 2-008-R0973, Policy Regarding Continuing Education and Summer Session Courses (Rescinded); Item 17-008-R0777, Policy Regarding Summer Session Courses, MOS, July 11, 1977.
700	Index	---
702.1	Appointment; Adjunct Faculty	Item 180-001, Sept. 11, 1961 is rescinded. Item 16-003-R0777, Appointment of Adjunct Faculty, MOS, July 11, 1977.
702.2	Appointment; Commissioner's staff	Item 19-001-R1275 (Revised), April 12, 1977; Item 12-001-R1175, Nov. 7, 1975.

PAGE: 105.7 (3 of 5)

SUBJECT: INTRODUCTION

Effective: July 12, 1977

Section: 105.7 Distribution of Materials

Issued: July 21, 1977

Approved: *OC Dunham*

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
702.5	Executive contracts	Item 17-004-R0777, Contract Terms; Commissioner of Higher Education and unit presidents, MUS, July 11, 1977.
702.6	Regents professorship	Item 17-001-R0777, Regents Professorship, MUS (Revised), July 11, 1977.
704.2	Labor negotiations; classified personnel	Item 2-006-R0773, Sept. 10, 1973 (Rescinded); Item 7-005-R0275, Feb. 26, 1975 (Rescinded); Item 16-005-R0577, July 11, 1977.
705.1	Performance evaluation; Commissioner of Higher Education	Item 6-003-R0774, Guidelines for Review Process for Commissioner of Higher Education and Presidents, MUS, Sept. 9, 1974 and Item 4-013-R0474 Performance Review of Presidents, MUS (Amended) May 20, 1974 are rescinded; Item 17-005-R0777, July 11, 1977.
705.2	Performance evaluation; presidents	Item 4-013-R0474 (Amended), May 20, 1974 (Rescinded); Item 6-003-R0774, Sept. 9, 1974 (Rescinded); Item 17-007-R0777, July 11, 1977.
707	Classification	Item 3-001-R1273, Dec. 10, 1973 (Rescinded); Item 17-005-R0777, Policy regarding state classification system, state pay plan and coordination of classified collective bargaining, July 11, 1977.

PAGE: 100.7 (1 of 2)

SUBJECT: INTRODUCTION

Effective: July 12, 1977

Section: 100.7 Distribution of Materials

Issued: July 21, 1977

Approved: *O.C. [Signature]*

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
802.4	Pay plan	Item 16-005-R0577, Policy regarding state classification system, state pay plan and coordination of classified collective bargaining, July 11, 1977.
802.5	Salaries; continuing education	Continuing Education Recommendations approved July 12, 1976 (Rescinded) Item 17-009-R0777, July 11, 1977.
940.1	Residency policy, Montana University System	Item 161-004, Oct. 8, 1962. Item 3-014-R1276, Dec. 10, 1973 as revised July 11, 1977.
940.3	Student activity fees	Item 214-001, April 13, 1970; amended by Item 3-303-R1273, Dec. 10, 1973; Item 15-005-R0277, Feb. 14, 1977; April 12, 1977.
940.10	Extension and continuing education fees	Item 2-007-R0673, Dec. 10, 1973, as amended July 11, 1977.
1001	Index	---
1003.4	Capital improvement projects	Item 3-020-R0174, Jan. 14, 1974, as revised July 11, 1977.
1202.1	Program guidelines	State Board of Education ex officio Regents of the University of Montana, Oct. 9, 1961; Board of Regents of Higher Education, Sept. 18, 1961; Item 5-005-R0174, July 8, 1971; Item 15-005-R0277, Feb. 14, 1977; Item 14-005-R0177, July 11, 1977.

MONTANA UNIVERSITY SYSTEM
Policy and Procedure Manual

SUBJECT: INTERDICTION

Section: 100.7 Distribution of Materials

PAGE: 100.7 (6-10-93)

Effective: July 12, 1977

Issued: July 21, 1977

Approved: *P.C. [Signature]*

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
1202.2.1	Big Sky Conference	State Board of Education ex officio Regents of the University of Montana, Dec. 10, 1962; Feb. 11, 1963; Board of Regents of Higher Education, Oct. 19, 1963; Item 17-006-R0777, Athletics; Big Sky Conference participation, July 11, 1977.
2000.1	Alphabetical Index	--

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.8 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Aug. 31, 1977

Section: 105.8 Distribution of Materials

Issued: Aug. 31, 1977

Approved: *P.C. Dunham*

The following section of the Policy and Procedures Manual is being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
320.2	Accreditation; Montana University System units and community colleges	Item 16-004-R0577, July 11, 1977

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.9 (1 of 2)

SUBJECT: INTRODUCTION

Effective: Nov. 1, 1977

Section: 105.9 Distribution of Materials

Issued: November 1, 1977

Approved: *P. C. K.*

The following sections of the Policy and Procedures Manual are being distributed at this time:

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
104	Distribution of the manual	- -
105.9	Distribution of Materials	- -
201.1	Board of Regents; Creation and Powers	- -
201.5	Board of Regents - Election of officers	- -
202.1	Board of Regents - standing committees	- -
202.2	Board of Regents - special committees	- -
301	Admission Requirements: General Policy	Board action, April 1, 1929
301.1	Admission Requirements: In-State Undergraduates; Montana University System	Board Action, February 7, 1952 (Rescinded)
301.2	Admission Requirements: Out-of-State Undergraduates; Montana University System	Item 183-004, August 13, 1963 (Rescinded)
301.4.1	Enrollment limitations; MSU	Section 301.4.1, July 11, 1977 (Amended)
308.1	Faculty exchange agreements	Item 11-003-R0276, Feb. 6, 1976
309.1	Course credits: short courses and workshops	Administrative Policy
401.2	Invention and patents	Item 179-000, July 10, 1961 (Rescinded)
501.1	High School Honor Scholarships	Item 5-006-R0774, June 7, 1976 (Rescinded)
501.2	Community College Honor Scholarships	Item 5-006-R0774, June 7, 1976 (Rescinded)
702.3	Appointment; campus personnel	Item 10-015-R1175, Nov. 7, 1975 Item 7-002-Rp175, Jan. 16, 1975 Item 3-031-R1273, Dec. 10, 1973
702.4	Appointment; legal counsel	Board of Regents' Action, Oct. 7, 1975 (Superseded); Item 12-001-R0435, April 12, 1976

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.9 (2 of 2)

SUBJECT: INTRODUCTION

Effective: Nov. 1, 1977

Section: 105.9 Distribution of Materials

Issued: November 1, 1977

Approved: *P. C. H. H. H.*

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
703	Non-discrimination	Item 12-004-R0676, June 7, 1976
704	Labor negotiations; general	Item 2-005-R0973, Sept. 10, 1973 as amended December 15, 1975
708	Personnel; general	Item 11-008-R0376, March 23, 1976
720	Community colleges personnel	Item 4-008-R0474, April 8, 1974
801.14.2	Vacation leave; special	Item 2-017-R1673, Oct. 19, 1973
802.3	Salaries; summer session	Item 221-002, Dec. 9, 1971 (Superseded); Item 3-010-R1273, Dec. 10, 1973
803.1	Tax shelters	Item 186-003, May 13, 1963 (Superseded); Item 12-003-R0676, June 7, 1976
804.4	Indemnification	Board minutes, Dec. 10, 1973
805	Executive perquisites	Item 5-001-R0774, July 8, 1974
940.13	Fee Waivers	Item 5-006-R0774, June 7, 1976 (Rescinded effective July 1, 1978)
1006	Security operations	Item 7-002-R0175, Jan. 16, 1975
1202.2	Conference participation	Item 17-006-R0777
1202.2.1	Big Sky Conference	Rescinded when Item 1202.2 issued

MINNESOTA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.10 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Dec. 30, 1977

Section: 105.10 Distribution of Materials

Issued: December 30, 1977

Approved: *C.E. Dunham*

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
303.3	Program review	Item 2-001-R0973 (Revised), October 19, 1976; Board minutes, October 24, 1977 as amended October 25, 1977
305.1	Registration; simultaneous	Supersedes same section dated March 28, 1977
311	Degree credit programs, WMC	--
313	Degree credit programs, NMC	--
314	Degree credit programs, MNST	--
315	Degree credit programs, UM	--
316	Degree credit programs, MSU	--
940.6	Student activity fees	Supersedes same section dated June 24, 1977

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.11 (1 of 1)

SUBJECT: INTRODUCTION

Effective: February 2, 1978

Section: 105.11 Distribution of Materials

Issued: February 2, 1978

Approved: *P.E. Durham*

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
313	Degree credit programs, Northern Montana College	Supersedes same section dated Dec. 30, 1977
316	Degree credit programs, Montana State University	Supersedes same section dated Dec. 30, 1977
504.1	Resident Student Financial Assistance Program	New Item 19-003-R0178, January 16, 1978
940.9.1	Use of Plant Funds, including Student Building Fee Reserves, for projects under \$10,000	New Item 19-004-R0178, January 16, 1978
940.9.2	Use of Plant Funds, including Student Building Fee Reserves, for projects over \$10,000	Revision of Item 2-016-R0173, October 19, 1973 as revised January 16, 1978
940.9.3	Building Fees; Use of	Revision of Item 3-007-R1273, December 10, 1973, as revised January 16, 1978
1003.1	Long-range building program	Item 14-002-R0976, February 14, 1978; Item 3-007-R1273, January 16, 1978
1003.4	Capital improvement projects	Supersedes same section dated July 12, 1977
1003.4.1	Capital improvements; moratorium	Board of Regents, January 16, 1978; Guidelines issued by Commissioner of Higher Education, January 27, 1978

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

SUBJECT: INTRODUCTION

Section: 105.12 Distribution of Materials

PAGE: 105.12 (1 of 3)

Effective: April 30, 1978

Issued: April 30, 1978

Approved: *B. C. Dunder*

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
105.11	Distribution of materials	Corrected page
105.12	Distribution of materials	--
205.1	Presidents; appointments	Item 6-004-R0974, Appointment of Presidents, September 9, 1974, as revised November 7, 1975, July 12, 1976 and April 11, 1978
207.1	Community Service and Continuing Education Advisory Council	Item 12-002-R0676, Extension of Community Service and Continuing Education Advisory Council, June 7, 1976
209.2	Community college districts; organization	Item 4-001-R0474, Policy Regarding Organization of Community College Districts, April 8, 1974
217.1	Local Executive Boards	Item 3-016-R0174, Regulations Respecting Local Executive Boards for Institutions of the Montana University System Subject to the Jurisdiction of the Board of Regents of Higher Education as revised April 11, 1978
303.1	Curriculum proposals - MUS	Item 2-001-R0973 (Revised), October 19, 1973, as revised April 11, 1978
304.1	Continuing education; credit programs	Executive Council, November 1955 (Rescinded); Item 165-002, February 10, 1958 (Rescinded); Item 2-008-R0973, September 10, 1973 (Rescinded); Item 3-902-R0174, January 14, 1974 (Rescinded); Item 5-901-R0774, July 8, 1974 (Rescinded); Continuing Education Recommendations Approved by the Board of Regents, July 12, 1976 (Rescinded); Item 17-007-R0777, July 11, 1977, as revised April 11, 1978
304.2	Continuing education; non-credit programs	Item 8-001-R0675, June 9, 1975 (Rescinded); Continuing Education Recommendations Approved by the Board of Regents July 12, 1976 (Rescinded); Item 17-008-R0777,

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PAGE: 105.12 (2 of 3)

SUBJECT: INTRODUCTION

Effective: April 30, 1978

Section: 105.12 Distribution of Materials

Issued: April 30, 1978

Approved: *O.C. Dasher*

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
316	Degree credit programs, MSU	corrected page 1
400	Index	--
500	Index	--
700	Index	--
701.1	Recruitment; Commissioner's staff	This item rescinded April 11, 1978 - remove from Policy Manual
701.2	Recruitment; campus personnel	Item 11-010-R0376, Policy Regarding Student Participation in Personnel Decisions Concerning Academic Administrative Officers, March 23, 1976 (Rescinded); Item 11-004-R0276, Policy Regarding Student Involvement in Departmental Personnel Decisions, February 16, 1976 (Rescinded); Item 8-001-R0475, Policy Regarding the Selection of Academic Administrators, April 14, 1975 (Rescinded); Item 19-002-R0178, Recruitment; Campus Personnel - MUS, April 11, 1978
705.3	Performance evaluation; campus personnel	Item 11-004-R0276, Policy regarding student involvement in departmental personnel decisions, February 6, 1976 (Rescinded); Item 11-010-R0376, Policy regarding student participation in personnel decisions concerning academic administrative officers, March 23, 1976 (Rescinded); Item 19-001-R0178, Performance evaluation; campus personnel - MUS, April 11, 1978
709.1	Promotion to Commissioner's staff	Item 15-901-R1276, Policy for Filling Vacancies on the Staff of the Commissioner of Higher Education (Revised), February 14, 1977. (Rescinded); Item 20-901-R0478, Promotion of Campus Administrative Staff to Positions in the Office of the Commissioner of Higher Education, April 11, 1976

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SUBJECT: INTRODUCTION

Effective: April 30, 1978

Section: 105.12 Distribution of Materials

Issued: April 30, 1978

Approved: *P.C. Dush*

<u>Section</u>	<u>Title</u>	<u>Policy Affected</u>
802.1	Salaries; faculty	Board of Regents, June 11, 1976
900	Index	--
940.2	Admission fee	Item 207-002, Admissions Fee for Undergraduate Students, MUS, July 8, 1968 (Rescinded); Item 218-001, Admissions Fee for Graduate and Undergraduate Students, MUS, April 12, 1971 (Rescinded); Item 2-012-R1073, Admissions Fee for Graduate Students, MUS, October 19, 1973 (Rescinded); Item 11-006-R0376 Increase in the Student Admission Fee, MUS, March 23, 1976 as revised April 11, 1978
940.9.1	Use of Plant Funds, including Student Building Fee Reserves, for projects under \$10,000, Montana University System	Item 19-004-R0178, Use of Plant Funds, including Student Building Fee Reserves, for projects less than \$10,000, MUS, January 16, 1978
940.13	Fee Waivers	Item 5-006-R0774, Policy Regarding Fee Waivers, MUS, as amended June 7, 1976 (Rescinded); Item 18-005-R1077, October 28, 1977, as revised January 16, 1978, and April 11, 1978
950	Investments; Non-treasury funds	Item 1-001-R0773, Authorization to Invest Non-treasury Funds through the Board of Investments, MUS, July 9, 1973
1200	Index	--

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PAGE: 105.13 (1 of 1)

SUBJECT: INTRODUCTION

Effective: June 15, 1978

Section: 105.13 Distribution of Materials

Issued: June 15, 1978

Approved: *P.C. Stinson*

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
101	Table of Contents	Revised
104	Distribution of the Manual	Revised
105.13	Distribution of Materials	New
200	Index	Revised
205.2	Presidents; duties and responsibilities	New policy
300	Index	Revised
800	Index	New
801.2	Administrative leave	Rescinds a portion of Item 204-001, Nov. 27, 1967 as amended Oct. 29, 1976
801.3	Leaves Without Pay	Rescinds a portion of Item 204-001, Nov. 27, 1967 as amended Oct. 29, 1976
801.14.1	Vacation leave; academic-ranked faculty	Amends Item 11-002-R1275, Vacation Leave for Staff Members on Board of Regents Contract (amended) Feb. 7, 1976 and May 31, 1978
801.14.3	Vacation leave; non-faculty staff	New
802.2.1	Administrative Salaries; Campuses	New
802.2.2	Administrative Salaries; Commissioner's staff	New
805	Executive Perquisites	Item 5-001-R0774, July 8, 1974 as amended
901.2	Foundation Financial Statements	Item 3-012-R1273, Submission of Annual Financial Statements, Endowment Research Foundations
1901	Management of Computing Equipment	Codification of Item 13-001-R0776, July 12, 1976
1902	Charter Flights	Codification of Item 3-001-R1273, Dec. 16, 1973 and Guidelines Issued by the Commission 5/29/1975
2000.1	Alphabetical Index	Revised

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PAGE: 105.14 (1 of 1)

SUBJECT: INTRODUCTION

Effective: July 31, 1978

Section: 105.14 Distribution of materials

Issued: July 31, 1978

Approved: *P.C. Turban*

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.14	Distribution of materials	--
203.5.1	Hearings	Item 15-001-R0277, Hearings and Appeals
203.5.2	Appeals	Item 15-001-R0277, Hearings and Appeals
303.4	Program termination	New policy
303.5	American Indian study	New policy
320.1	Accreditation recognition, proprietary institutions	Item 15-001-R1176, Dec. 13, 1976
801.1	Sabbatical assignment	Portion of Item 204-001, Nov. 27, 1967 as revised Oct. 29, 1976
805	Executive perquisites	Item 5-001-R0774, July 8, 1974 as revised May 31, 1978
940.3	Registration and incidental fees	Item 3-001-R1273, Dec. 10, 1973 as amended by Item 3-018-R0174, January 14, 1974

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PAGE: 105.15 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Jan. 15, 1979

Section: 105.15 Distribution of materials

Issued: Jan. 15, 1979

Approved: *P.C. Durham*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	-
105.15	Distribution of Materials	-
304.1	Continuing education; credit programs	-
304.2	Continuing education; non-credit programs	-
315	Degree credit programs, UM	-
940.11	Motor vehicle registration fees; vehicle parking fees	Item 2-009-R1073, October 19, 1973
1002.1	Vehicle regulations and parking	Item 2-010-R1073, October 19, 1973

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PAGE: 105.16 (1 of 1)

Effective: Feb. 15, 1979

Issued: March 1, 1979

Approved: *B.C. Dunbar*

SUBJECT: INTRODUCTION

Section: 105.16 Distribution of materials

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
403	Research inter-campus communication	-
105.16	Distribution of Materials	-

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SUBJECT: INTRODUCTION

Section: 105.17 Distribution of materials

PAGE: 105.17 (1 of 1)

Effective: May 30, 1979

Issued: June 15, 1979

Approved: *B.C. Jackson*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.17	Distribution of material	-
218	Institutional organization	New policy
303.1	Curriculum proposals, MUS	Revision
315	Degree credit programs, UM	Revision
404	Indirect cost recovery rate	New policy
704.3	Faculty; emeriti	New policy
802.2.1	Administrative salaries; MUS units, 1978-79 scale	Revision
802.2.2	Administrative salaries; Commissioner's Office, 1978-79 scale	Revision
1900	Index	New
1903	Publication cost disclosure	New policy
1904	Implementation of Department of Administration memos	New policy
2000.1	Alphabetical index	Revision

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PAGE: 105.18 (1 of 1)

SUBJECT: INTRODUCTION

Effective: June 25, 1979

Section: 105.18 Distribution of materials

Issued: July 15, 1979

Approved: *P.C. Dunbar*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.18	Distribution of material	-
313*	Degree credit programs, Northern Montana College	Revision
704.2	Labor negotiations; classified personnel	Revision
707	Classification	Revision
802.2.1	Administrative Salaries; Montana University System Units, 1979-80 Scale	Revision
802.2.2	Administrative Salaries; Commissioner's Office 1979-80 Salaries	Revision

*Distributed June 15, 1979

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SUBJECT: INTRODUCTION

Section: 105.19 Distribution of materials

PAGE: 105.19 (1 of 1)

Effective: Aug. 15, 1979

Issued: August 15, 1979

Approved: *P.C. Dunbar*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
101	Table of Contents	Revision
105.19	Distribution of materials	-
200	Index	Revision
201.7	By-laws	Codified
251	Role and Scope, Montana University System	Revision
252	Role and Scope, University of Montana	New
253	Role and Scope, Montana State University	"
254	Role and Scope, Eastern Montana College	"
255	Role and Scope, Western Montana College	"
256	Role and Scope, Northern Montana College	"
257	Role and Scope, Montana College of Mineral Science and Technology	"
258	Role and Scope, Disciplines and Programs	"
300	Index	Revision
400	Index	"
700	Index	"

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PAGE: 105.20 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Sept. 10, 1979

Section: 105.20 Distribution of materials

Issued: Sept. 30, 1979

Approved: *O.C. Dink*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.20	Distribution of materials	-
900	Index	Revision
940.1	Residency Policy	Revision
940.15	Returned Check Fee	New
940.16	Non-resident Summer Session Fee	New
1003.4.1	Capital improvements; moratorium	Rescission

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PAGE: 105.21 (1 of 1)

SUBJECT: 105.21 Distribution of materials

Effective: November 2, 1979

Issued: November 20, 1979

Approved: *P.C. Dunbar*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.21	Distribution of materials	---
203.5.2	Appeals	Revision
304.1	Continuing education; credit programs	Revision
304.2	Continuing education; non-credit programs	Revision
316	Degree credit programs; Montana State University	Revision
320.1	Accreditation recognition; proprietary institutions	Revision
400	Index	Revision
401.3	Copyrights	New
405	Montana Center for Gerontology	New
900	Index	Revision
940.13.1	Relinquishment of course fees; fully sponsored programs	New
940.17.1	Educational service fee; MPA Program (Helena)	New

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PAGE: 105.22 (1 of 1)

SUBJECT: INTRODUCTION

Effective: January 7, 1980

Section: 105.22 Distribution of materials

Issued: January 25, 1980

Approved: *P.C. [Signature]*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revision
105.22	Distribution of materials	--
300	Academic Affairs Index	--
305.1	Simultaneous registration	Revision
311	Degree programs - WMC	Revision
311.1	Teacher education programs - WMC	New
312	Degree programs - EMC	New
312.1	Teacher education programs - EMC	New
313.1	Teacher education programs - NMC	New
315	Degree programs - UM	Revision
316	Degree programs - MSU	Revision
316.1	Teacher education programs - MSU	New
500	Student Affairs Index	Revision
505	Guaranteed Student Loan Program	New
700	Personnel Index	Revision
705.1	Performance evaluation; Commissioner of Higher Education	Revision
705.2	Performance evaluation; presidents	Revision
710.1	Termination; Commissioner of Higher Education or a unit president	New
900	Financial Affairs Index	Revision
940.6	Fee deferment	Revision
940.18	Course audit fee; matriculated students	New
940.19	Listener fee; non-matriculated students	New
940.20	Remedial instruction fee	New
940.21	Authorization to withhold registration, transcripts and diplomas from students owing debts	New
940.22	Room reserve deposit and refund schedule	New
1001	Physical Plant Index	Revision
1003.4	Capital improvement projects	Revision
1003.4.2	Capital Construction bids exceeding authorization	New
1006	Security Operations	Revision
2000.1	Alphabetical Index	Revision

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PAGE: 105.23 (1 of 1)

SUBJECT: INTRODUCTION

Effective: March 10, 1980

Section: 105.23 Distribution of materials

Issued: March 26, 1980

Approved: *O. C. Fisher*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.23	Distribution of materials	New
200	Index - Governance and organization	Revised -
300	Index - Academic Affairs	Revised
315.1	Teacher Education Programs - University of Montana	New
316	Degree credit programs; Montana State University	Revised
318	Degree credit programs; Miles Community College	New
322.1	Honorary degrees	New
322.2	Distinguished service awards	New
400	Index - Research and Public Service	Revised
406.1	Department of Defense Contracts; Montana State University	New
500	Index - Student Affairs	Revised
505.1	Guaranteed Student Loan Service Organization	New
505.2	Montana Higher Education Student Assistance Corporation	New
700	Index - Personnel	Revised
706.1	Tenure; faculty	New
710.2.1	Termination; faculty, financial exigency	New
710.2.2	Termination; faculty, for cause	New
711.1	Employment contracts; professional and administrative employees	New
802.5	Salaries; continuing education	Revised
940.2	Admissions fee	Revised
940.10	Continuing education fees	Revised
2000	Index; alphabetical	Revised
218.1	Institutional organization; University of Montana	New

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PAGE: 105.24 (1 of 1)

SUBJECT: INTRODUCTION

Effective: April 21, 1980

Section: 105.24 Distribution of materials

Issued: May 15, 1980

Approved: *P.C. Dineen*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of Manual	New
105.24	Distribution of materials	New
200	Index - Governance and organization	Revised
209.1	Community colleges; division of governance responsibilities	Codification
215.1	Bureau of Mines and Geology	Codification
218.2	Institutional organization; Eastern Montana College	New
218.3	Institutional organization; Western Montana College	New
219	Higher Education Centers	New
300	Index	Revised
300.1	Curriculum proposals - community colleges	Codification
310.1	Degree programs; general - community colleges	Codification
311	Teacher education programs, Western Montana College	Revised
312	Degree credit programs, Northern Montana College	Revised
316	Degree credit programs, Montana State University	Revised
320.2	Accreditation; Montana University System units and community colleges	Revised
500	Index	Revised
505.1	Guaranteed student loan service organization	Revised
505.3	Guaranteed student loan program lender agreements	New
720	Community colleges; personnel	Revised
800	Index	Revised
801.4	Educational leave; field staff, AES & CES	New
910.1	Budgeting; community colleges	Codification
1003.2	Property management; community colleges	Revised

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PAGE: 105.25 (1 of 1)

SUBJECT: INTRODUCTION

Effective: May 23, 1980

Section: 105.25 Distribution of materials

Issued: June 10, 1980

Approved: *P. C. Thurman*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.25	Distribution of Materials	New
500	Index	Revised
505.2	Montana Higher Education Student Assistance Corporation; Article of Incorporation	Revised
505.4	Non-profit corporation to assist and promote the Guaranteed Student Loan Program	New

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PAGE: 105.26 (1 of 1)

SUBJECT: INTRODUCTION

Effective: June 23, 1980

Section: 105.26 Distribution of materials

Issued: July 7, 1980

Approved: *P.C. Timber*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of Manual	revised
105.26	Distribution of Materials	revised
301.5	Transfer of credits; Montana University System and Community Colleges	revised
313	Degree credits programs, Northern Montana College	revised
315	Degree credit programs, University of Montana	revised
316	Degree credit programs, Montana State University	revised
802.2.1	Admin. Salaries; Montana University System Units 1980-81 scale	revised
802.2.2	Admin. Salaries; Commissioner's Office 1980-81 Scale	revised

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PAGE: 105.27 (1 of 1)

SUBJECT: INTRODUCTION

Effective: July 22, 1980

Section: 105.27 Distribution of materials

Issued: August 8, 1980

Approved: *P.C. Dink*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of manual	Revised
105.27	Distribution of materials	New
312	Degree credit programs, Eastern Montana College	Revised
316	Degree credit programs, Montana State University	Revised
319	Degree credit programs, Dawson Community College	New
1003.1	Long-range building program	Revised

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PAGE: 105.28 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Sept. 26, 1980

Section: 105.28 Distribution of materials

Issued: Sept. 26, 1980

Approved: *O.C. Durbin*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of manual	Revised
105.28	Distribution of materials	New
200	Index	Revised
218.6	Institutional organization; Northern Montana College	New
300	Index	Revised
311	Degree credit programs, Western Montana College	Revised
312	Degree credit programs, Eastern Montana College	Revised
314	Degree credit programs, Montana Tech	Revised
341.1.1	Non-degree programs; Miles Community College	New
505.2	Montana Higher Education Student Assistance Corporation	Revised
940.17.2	Educational service fee; Malmstrom Higher Education Center	New

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PAGE: 105.29 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Oct. 31, 1980

Section: 105.29 Distribution of Materials

Issued: Nov. 14, 1980

Approved: *[Signature]*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.29	Distribution of materials	New
706.1	Tenure; faculty	Revised
1001	Index	Revised
1007	Lease of campus property	New
1008	Use of campus facilities	New

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SUBJECT: INTRODUCTION

Effective: Dec. 8, 1980

Section: 105.30 Distribution of Materials

Issued: Dec. 22, 1980

Approved: *P.C. [Signature]*

Board policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
505.1	Guaranteed Student Loan Service Organization	Revised
910	Budgets	New
940.3	Registration and Incidentals Fee	Revised

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PAGE: 105.31 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Feb. 6, 1981

Section: Distribution of Materials

Issued: Feb. 23, 1981

Approved: *P.C. Durbin*

Board policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.31	Distribution of Materials	New
200	Governance Index	Revised
218.4	Institutional organization; Montana State University	New
218.7	Institutional organization; Montana University System	New
300	Academic Affairs Index	Revised
303.6	Out-of-state course offerings	New
312	Degree credit programs; Eastern Montana College	Revised
314	Degree credit programs; Montana College of Mineral Science and Technology	Revised
315	Degree credit programs; University of Montana	Revised
316	Degree credit programs; Montana State University	Revised
700	Personnel Index	Revised
703.1	Sexual Harassment	New
2000.1	Alphabetical Index	Revised

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PAGE: 105.32 (1 of 1)

SUBJECT: INTRODUCTION

Effective: April 25, 1981

Section: 105.32 Distribution of Materials Issued: April 25, 1981

Approved: *P. C. Dushen*

Board policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of Manual	Revised
105.32	Distribution of Materials	New
301.5	Transfer of credit	Revised
317	Degree credit programs; Flathead Valley Community College	New
318	Degree credit programs; Miles Community College	Revised
319	Degree credit programs; Dawson Community College	Revised
322.1	Honorary degrees	Revised
1003.3	Property management	Revised
1003.3.1	Custodial transfer of natural resource interests	New

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PAGE: 105.33 (1 of 1)

SUBJECT: INTRODUCTION

Effective: May 22, 1981

Section: 105.33 Distribution of Materials

Issued: June 5, 1981

Approved: *P.C. Dusenberry*

Board policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.33	Distribution of Materials	New
218.4	Institutional organization; Montana State University	Revised
802.2.1	Administrative Salaries; Montana University System	Revised
802.2.2	Administrative Salaries; Commissioner's Office	Revised

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PAGE: 105.34 (1 of 1)

Effective: June 26, 1981

Issued: July 6, 1981

Approved: *QC Dushan*

SUBJECT: INTRODUCTION

Section: 105.34 Distribution of Materials

Board policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revised
105.34	Distribution of Materials	New
311	Degree credit programs; Western Montana College	Revised
312	Degree credit programs; Eastern Montana College	Revised
313	Degree credit programs, Northern Montana College	Revised
315	Degree credit programs; University of Montana	Revised
702.1	Appointment; adjunct faculty	Revised
706	Tenure; faculty	Revised
800	Index - Compensation and Employee Benefits	Revised
801.5	Holidays	New
1900	Index - Miscellaneous	Revised
1905	Endowment and Alumni Foundation; Montana State University	New

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PAGE: 105.35 (1 of 1)

SUBJECT: INTRODUCTION

Effective: July 31, 1981

Section: 105.35 Distribution of Materials

Issued: Aug. 10, 1981

Approved: *P.C. Dineen*Board policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
101	Table of Contents	Revised
103.1	Policy Rescissions	New
104	Distribution of the Manual	Revised
105.35	Distribution of Materials	New
300	Academic Affairs Index	Revised
301.6	Admissions; community colleges	New
313	Degree credit programs, Northern Montana College	Revised
315	Degree credit programs; University of Montana	Revised
319	Degree credit programs; Dawson Community College	Revised
322	Honorary Degrees	Revised
341.1.2	Non-degree programs; Dawson Community College	New
900	Financial Affairs Index	Revised
901.3	Peter Potter Loan Trust Fund	New
901.4	Rental and Royalty Income	New
901.5	Student Building Fee Bond Reserve; University of Montana	New
1001	Physical Plant Index	Revised
1007	Lease of campus property	Revised

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PAGE: 105.36 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Sept. 25, 1981

Section: 105.36 Distribution of Materials

Issued: Sept. 25, 1981

Approved: *B.C. Duncan*

Board Policy:

The following section of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revised
105.36	Distribution of Materials	New
1006	Security Operations	Revised
2000.1	Alphabetical Index	Revised

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PAGE: 105.37 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Dec. 7, 1981

Section: 105.37 Distribution of Materials Issued: Dec. 7, 1981

Approved: *P. C. Linder*

Board Policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revised
105.37	Distribution of Materials	New
300	Academic Affairs Index	Revised
302	Academic Freedom	New
600	Compensation & Employee Benefits Index	Revised
806.1	Supervising teachers; payment to	New
911.1	Purchasing requests; Computing equipment	Revised
940.10	Continuing Education Fees	Revised

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PAGE: 105.38 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Dec. 18, 1981

Section: 105.38 Distribution of Materials Issued: Dec. 18, 1981

Approved: *P.C. Dunham*

Board Policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.38	Distribution of Materials	New
312	Degree credit programs: Eastern Montana College	Revised
1900	Miscellaneous Index	Revised
1906	Student non-profit, non-partisan corporations: collection and remittance of fees	New

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.39 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Feb. 16, 1982

Section: 105.39 Distribution of Materials Issued: Feb. 16, 1982

Approved: *P. C. Dunbar*

Board Policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revised
105.39	Distribution of Materials	New
204.3	Commissioner of Higher Education; duties	Revised
217.1	Local Executive Boards	Revised
500	Student Affairs Index	Revised
505.5	Secondary Market Services	New
700	Personnel Index	Revised
702.7	Faculty, Emeriti	Renumbered
(704.3	Should be removed. Replaced by 702.7)	-
940.8	Student Activity Fees	Revised
2000.1	Alphabetical Index	Revised

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.40 (1 of 1)

SUBJECT: INTRODUCTION

Effective: March 5, 1982

Section: 105.40 Distribution of Materials Issued: March 19, 1982

Approved: *O. C. Dunbar*

Board Policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.40	Distribution of Materials	Revised
311.1	Teacher education programs; Western Montana College	Revised
314	Degree credit programs; Montana College of Mineral Science and Technology	Revised
315	Degree credit programs; University of Montana	Revised
318	Degree credit programs; Miles Community College	Revised
802.2.1	Administrative Salaries; Montana University System; 1982-83 Scale	Revised
802.2.2	Administrative Salaries; Commissioner's Office; 1982-83 Scale	Revised
802.3	Salaries; Summer Session	Revised

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.42 (1 of 1)

SUBJECT: INTRODUCTION

Effective: June 10, 1982

Section: 105.42 Distribution of Materials

Issued: June 10, 1982

Approved: *Paul C. Durbin*

Board Policy:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revised
105.42	Distribution of Materials	New
301.5	Transfer of Credits	Revised
940.10	Continuing Education Fees	Revised

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.43 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: July 6, 1982

Section: 105.43 Distribution of Material

Issued: July 6, 1982

Approved: *P.C. Durbin*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.43	Distribution of Materials	Revised
201.7	By-laws; Board of Regents	Revised
218.6	Institutional organization; Northern Montana College	Revised
312	Degree credit programs; Eastern Montana College	Revised
1006	Security operations	Revised

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.44 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Aug. 6, 1982

Section: 105.44 Distribution of
materials

Issued: Aug. 6, 1982

Approved: *P.C. Dunbar*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.44	Distribution of Materials	Revised
312	Degree credit programs; Eastern Montana College	Revised
501.1	High School Honor Scholarships	Revised
940.6	Student fee deferment	Revised
940.15	Returned Check Fee	Revised
1003.1	Long-range building program	Revised

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.45 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Sept. 13, 1982

Section: 105.45 Distribution of
Materials

Issued: Sept. 22, 1982

Approved: *P.C. Durbin*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revised
105.45	Distribution of Materials	Revised
600	Index	New
601	Annual planning report	New
1003.1	Long-range building program (page 4 only)	Revised

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MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.46 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Oct. 29, 1982

Section: 105.46 Distribution of
Materials

Issued: Nov. 10, 1982

Approved: *P.C. Duncan*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.46	Distribution of Materials	Revised
314	Degree credit programs; Montana College of Mineral Science & Technology	Revised
315	Degree credit programs; University of Montana	Revised
940.22	Room reserve deposit and refund schedule	Revised

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Policy and Procedures Manual

PAGE: 105.47 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Dec. 12, 1982

Section: 105.47 Distribution of
Materials

Issued: Jan. 10, 1983

Approved: *Paul C. Dunbar*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.47	Distribution of Materials	Revised
940.3	Registration and incidental fee	Revised
1003.6	Construction and maintenance; Funding	Revised

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.48 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Feb. 1, 1983

Section: 105.48 Distribution of
Materials

Issued: Feb. 1, 1983

Approved: *P C Turkman*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the manual	Revised
105.48	Distribution of Materials	New
200	Index; Governance and Organization	Revised
218.8	Institutional organization; Agricultural Experiment Station	New
312	Degree credit programs; Eastern Montana College	Revised
312.1	Teacher education programs; Eastern Montana College	Revised
940.10	Continuing education fees	Revised
940.13	Fee waivers	Revised

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MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.49 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Mar. 4, 1983

Section: 105.49 Distribution of
materials

Issued: Mar. 15, 1983

Approved: *B. C. Dunbar*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.49	Distribution of Materials	Revised
220.1	Community college education centers	New
312	Degree credit programs; Eastern Montana College	Revised

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

SUBJECT: INTRODUCTION

Section: 105 Distribution of
materials

PAGE: 105.50 (1 of 1)

Effective: Apr. 20, 1983

Issued: Apr. 20, 1983

Approved: *P.C. Durbin*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.50	Distribution of Materials	Revised
218.4	Institutional organization; Montana State University	New
313	Degree credit programs; Northern Montana College	Revised

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.51 (1 of 1)

SUBJECT: INTRODUCTION

Effective: July 1, 1983

Section: 105.51 Distribution of
Materials

Issued: July 1, 1983

Approved: *P. C. Durkan*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.51	Distribution of Materials	New
218.1	Institutional organization; Univeristy of Montana	Revised
255	Role and scope, Western Montana College	Revised
802.2.1	Administrative salaries; Montana University System Units, 1983-84 Scale	New
802:2.2	Administrative salaries; Commissioner's Office, 1983-84 Scale	New

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.52 (1 of 1)

SUBJECT: INTRODUCTION

Effective: July 29, 1983

Section: 105.52 Distribution of
Materials

Issued: Aug. 22, 1983

Approved: *P.C. Durbin*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.52	Distribution of Materials	New
311	Degree credit programs; Western Montana College	Revised
500	Student Affairs Index	Revised
504.2	Montana Work Study Program	New
706.1	Tenure; faculty	Revised
900	Financial Affairs Index	Revised
940.17.1	Educational service fee; MPA Program (Helena)	Revised
940.23	Computer fee	New
1001	Physical Plant Index	Revised
1005.2	Restricting access to campus Property	New
2000.1	Alphabetical index	Revised

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MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.53 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Sept. 16, 1983

Section: 105.53 Distribution of
Materials

Issued: Sept. 23, 1983

Approved: *O. C. Dunbar*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.53	Distribution of Materials	New
218.4	Institutional organization; Montana State University	Revised
313	Degree credit programs; Northern Montana College	Revised
706.1	Tenure; faculty (pages 2 & 3 only)	Revised
940.5	Transcript fee	Revised
1001	Physical Plant Index	Revised
1009.1	Campus Health and Safety Plans	New

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Policy and Procedures Manual

PAGE: 105.54 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Oct. 28, 1983

Section: 105.54 Distribution of
Materials

Issued: Nov. 4, 1983

Approved: *P. C. Dunkan*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revised
105.54	Distribution of Materials	New
218	Institutional organization	Revised
218.9	Institutional organization; Flathead Valley Community College	New
218.10	Institutional organization; Miles Community College	New
303.1	Curriculum proposals; Montana University System	Revised
303.2	Curriculum proposals; Community Colleges	Revised
322.1	Honorary degrees	Revised
322.2	Distinguished service awards	Revised
940.13	Fee waivers	Revised

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.55 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Dec. 16, 1983

Section: 105.55 Distribution of
Materials

Issued: Dec. 30, 1983

Approved: *P.C. Durkan*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.55	Distribution of Materials	New
315	Degree credit programs; University of Montana	Revised
711.1	Employment contract; professional and administra- tive employees	Revised
940.3	Registration and incidental fee	Revised

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MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.56 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Jan. 30, 1984

Section: 105.56 Distribution of
Materials

Issued: Feb. 10, 1984

Approved: *B.C. Durbin*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.56	Distribution of Materials	New
316	Degree credit programs; Montana State University	Revised
700	Index	Revised
712.1	Post-retirement employment	New
801.5	Holiday Exchanges	Revised
940.3	Registration and incidental fee	Revised
940.13	Fee wavers	Revised

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.57 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Apr. 4, 1984

Section: 105.57 Distribution of
Materials

Issued: Apr. 4, 1984

Approved: *P. C. Durbin*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revised
105.57	Distribution of Materials	New
218.2	Institutional organization; Eastern Montana College	Revised
304.1	Continuing education; credit programs	Revised
304.2	Continuing education; non-credit programs	Revised
313	Degree credit programs; Northern Montana College	Revised
1904	Implementation of Department of Administration Memos	Rescinded

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Policy and Procedures Manual

PAGE: 105.58 (1 of 2)

SUBJECT: INTRODUCTION

Effective: April 23, 1984

Section: 105.58 Distribution of
Materials

Issued: Apr. 23, 1984

Approved: *P.C. Thurman*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.58	Distribution of Materials	New
200	Index; Governance & Organziation	Revised
209.3	Lincoln County/Flathead Valley Community College Service Region	New
225.1	Montana Associated Students	New
300	Index; Academic Affairs	Revised
301	Admissions Requirements; General Policies	Revised
700	Index; Personnel	Revised
708.1	Department of Administration Personnel Policies; adoption	New

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

SUBJECT: INTRODUCTION

Section: 105.58 Distribution of
Materials

PAGE: 105.58 (2 of 2)

Effective: April 23, 1984

Issued: Apr. 23, 1984

Approved: *P.C. Dunbar*

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
800	Index; Compensation	Revised
802.2.1	Administrative Salaries; Montana University System Units, 1984-85 Scale	New
802.2.2	Administrative Salaries; Commissioner's Office 1984-85 Scale	New
900	Index; Financial Affairs	Revised
940.1A	Residency policy	New
1001	Index; Physical Plant	Revised
1200	Index; Athletics	Revised
1907.1	Telecommunications	New
2000.1	Alphabetical index	Revised

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.59 (1 of 1)

SUBJECT: INTRODUCTION

Effective: May 25, 1984

Section: 105.59 Distribution of
Materials

Issued: May 25, 1984

Approved: *P. C. Durban*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.59	Distribution of Materials	New
218.1	Institutional organization; University of Montana	Revised
300	Index; Academic Affairs	Revised
301.7	College Preparatory Program	New
700	Index; Personnel	Revised
708.1.1	Department of Administration; Personnel Policies Adopted	
800	Index; Compensation	Revised
801.14.3	Vacation Leave; non-faculty staff	Rescinded
1906	Montana Public Interest Research Group; collection and remittance of fees	Revised

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MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.60 (1 of 1)

SUBJECT: INTRODUCTION

Effective: June 12, 1984

Section: 105.60 Distribution of
Materials

Issued: June 25, 1984

Approved: *P. C. Dunbar*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.60	Distribution of Materials	New
218.5	Institutional organization; Montana Tech	New
702.5	Executive contracts; Commissioner and Presidents	New
710.1	Termination; Commissioner of Higher Education or a Unit President	Repealed
800	Index; Compensation	Revised
804.1	Self-insured Group Insurance Plan	New
1003.1	Long-range building program	Revised

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Policy and Procedures Manual

PAGE: 105.61 (1 of 1)

SUBJECT: INTRODUCTION

Effective: July 20, 1984

Section: 105.61 Distribution of
Materials

Issued: July 27, 1984

Approved: *P. C. Jensen*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.61	Distribution of Materials	New
301.7	College Preparatory Program	Revised
315	Degree credit programs; University of Montana	Revised

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MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.62 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Sept. 214, 1984

Section: 105.62 Distribution of
Materials

Issued: Sept 24, 1984

Approved: *P.C. Durbin*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.62	Distribution of Materials	New
201.7	By-laws	Revised
218.2	Institutional organization; Eastern Montana College	Revised
315	Degree credit programs; University of Montana	Revised
804.4	Indemnification	Revised
1001	Index	Revised
1003.5	Removal, demolition or substantial alteration of University System buildings	New
1006	Security operations	Revised

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.63 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Dec. 14, 1984

Section: 105.63 Distribution of
Materials

Issued: Dec. 31, 1984

Approved: *B.C. Durbin*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.63	Distribution of Materials	New
300	Index	Revised
310.3	Degree programs; general - independent colleges	New
705.1	Performance evaluation; Commissioner of Higher Education	Revised
705.2	Performance evaluation; presidents	Revised
802.5	Continuing education; salaries	Revised
940.3	Registration and incidental fees	Revised
940.10	Continuing education fees	Revised

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.64 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Feb. 8, 1985

Section: 105.64 Distribution
of Materials

Issued: Feb. 22, 1985

Approved:

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.64	Distribution of Materials	New
700	Index	Revised
701.2	Recruitment; campus personnel	Rescinded
703.1	Sexual Harassment	Rescinded
705.3	Performance evaluation; campus personnel	Rescinded
708.1	Department of Administration Personnel Policies; adoption	Revised
2000.1	Alphabetical index	Revised

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.65 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Mar. 22, 1985

Section: 105.65 Distribution
of Materials

Issued: Apr. 4, 1985

Approved: *P.C. Dunham*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.65	Distribution of Materials	New
311	Degree credit programs; Western Montana College	Revised
312	Degree credit programs; Eastern Montana College	Revised
1902	Charter Flights	Rescinded
1906A	Collection and remittance of fees for Student Non-profit, Non-partisan organization; University of Montana	New *

*This policy is effective August 1, 1986. See Section 1906 for current policy.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.66 (1 of 1)

SUBJECT: INTRODUCTION

Effective: May 15, 1985

Section: 105.66 Distribution of
materials

Issued: May 15, 1985

Approved: *O.C. Dumb*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.66	Distribution of Materials	New
301	Admission requirements; general policies	Revised
500	Index	Revised
503.1	Alcoholic beverages	Rvised
940.1	Residency policy; Montana University System	Revised
940.23	Computer fee	Revised

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.67 (1 of 1)

SUBJECT: INTRODUCTION

Effective: June 21, 1985

Section: 105.67 Distribution of
materials

Issued: July 15, 1985

Approved: *P. C. Duncan*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.67	Distribution of Materials	New
200	Index	Revised
203.5.1	Hearings	Repealed
203.5.2	Appeals	Revised
805.1	Executive perquisites	Revised
940.11	Motor vehicle fees	Revised
1003.5.1	Designation of heritage property and removal, demolition, or substantial alteration of University System Property	Revised

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Map

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Policy and Procedures Manual

PAGE: 105.68 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Sept. 3, 1985

Section: 105.68 Distribution of
materials

Issued: Sept. 3, 1985

Approved: *P.C. Tuskan*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.68	Distribution of Materials	New
217.1	Local Executive Boards	Revised
218.4	Institutional organization; Montana State University	Repealed
802.2.1	Administrative salaries; Montana University System Units, 1985-86 Scale	Revised
802.2.2	Administrative salaries; Commissioner's Office 1985-86 Scale	Revised

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.69 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Oct 25, 1985

Section: 105:69 Distribution of
materials

Issued: Nov. 4, 1985

Approved: *P.C. Dunbar*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.69	Distribution of materials	New
200	Index	New
202.1	Standing committees	Repealed
202.2	Special committees	Repealed
218.4	Institutional organization; Montana State University	Revised
310.3	Independent colleges; degree authorizations	Revised
319	Degree programs; Dawson Community College	Revised
500	Index	Revised
506.1	Student Participation in Mandatory Fee Decisions	New
506.2	Associated student government organization and officers	New
800	Index	Revised
801.6	Civic duty leave	New
2000.1	Alphabetical Index	Revised

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.70 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Dec. 13, 1985

Section: 105.70 Distribution of
materials

Issued: Dec. 20, 1985

Approved: *P. C. Durkham*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.70	Distribution of materials	New
200	Index	Revised
215.1	Bureau of Mines and Geology	Repealed
316	Degree credit programs Montana State University	Revised

NOTE: If a section is repealed or rescinded, it should be removed from the Policy and Procedures Manual.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.71 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Jan. 31, 1986

Section: 105.71 Distribution of
Materials

Issued: Feb. 24, 1986

Approved: *P.C. Duerksen*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.71	Distribution of materials	New
404	Indirect Cost Recovery Rate	Revised
1900	Index	Revised
1907.2	Telecommunications; Northern Montana College	New

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Policy and Procedures Manual

PAGE: 105.72 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Mar. 21, 1986

Section: 105.72 Distribution of
Materials

Issued: Mar. 31, 1986

Approved: *P.C. Turner*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.72	Distribution of materials	New
500	Student Affairs Index	Revised
504.3	Eligibility for WICHE, WAMI, and Minnesota Dental Programs	New
700	Personnel Index	Revised
702.1	Appointment of Faculty	Revised
706.1	Tenure; faculty	Revised
802.2.1	Administrative Salaries Montana University System Units; 1986-87 Scale	Revised
802.2.2	Administrative Salaries Commissioner's Office 1986-87 Scale	Revised
1900	Miscellaneous Index	Revised

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Policy and Procedures Manual

PAGE: 105.73 (1 of 1)

SUBJECT: INTRODUCTION

Effective: May 16, 1986

Section: 105.73 Distribution of Materials Issued: May 26, 1986

Approved: *P.C. Smith*

The following sections of the Policy and Procedures Manual
are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.73	Distribution of materials	New
600	Planning Index	Revised
602	Priority Goals	New

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.74 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Aug. 8, 1986

Section: 105.74 Distribution of
materials

Issued: Aug. 8, 1986

Approved: *P.C. Dunham*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.74	Distribution of materials	New
301.5	Transfer of credit	Revised
707	Classification	Revised
712.1	Post-retirement employment	Revised
804.1	Self-insured Group Insurance Program	Revised
940.1	Residency policy	Re-issued
940.3	Registration and incidental Fees	Revised
940.13	Fee Waivers	Revised
1003.1	Long-range building program	Revised
1906	Collection and Remittance of Fees for Student, Non-profit Non-partisan organization; University of Montana	Re-issued
2000.1	Index	Revised

Note: Current section 1906 and 1906A should be removed and replaced by re-issued Section 1906.
Current section 940.1 and 940.1A should be removed and replaced by re-issued Section 940.1.

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Policy and Procedures Manual

PAGE: 105.75

SUBJECT: INTRODUCTION

Effective: Oct. 31, 1986

Section: 105.75 Distribution of
Materials

Issued: Oct. 31, 1986

Approved: *P.C. Dumba*

The following sections of the Policy and Procedures Manual are
being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.75	Distribution of Materials	New
802.6	Presidents' Salaries	New
940.1	Residency Policy	Revised
0335d		

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.76 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Mar. 10, 1987

Section: 105.76 Distribution of
Materials

Issued: Mar. 10, 1987

Approved: *P. C. Jordan*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.76	Distribution of Materials	New
301	Admission requirements; general policies	Revised
305.2	Common academic calendar	New
940.20	Remedial instruction fee	Revised

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 105.77 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Mar. 27, 1987

Section: 105.77 Distribution of
Materials

Issued: Apr. 3, 1987

Approved: *P.C. Duncan*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.77	Distribution of Materials	New
218.4	Institutional organization; Montana State University	Revised
801.7.1	Sick Leave Fund	New

0423Z

304 726
1004

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 105.78 (1 of 1)

SUBJECT: INTRODUCTION

Effective: May 23, 1987

Section: 105.78 Distribution of
Materials

Issued: May 23, 1987

Approved: *P.C. Funder*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.78	Distribution of Materials	New
218.4	Institutional organization; Montana State University	Revised
315	Degree credit programs; University of Montana	Revised
316	Degree credit programs; Montana State University	Revised
500	Index; Student Affairs	Revised
504.4	WICHE Undergraduate Student Exchange Program	New
1906	Collection and Remittance of Fees for Student, Non-profit, Non- partisan organization; University of Montana	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.79 (1 of 2)

SUBJECT: INTRODUCTION

Effective: Aug. 7, 1987

Section: 105.79 Distribution of
Materials

Issued: August 7, 1987

Approved: *P.C. Tunden*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the manual	Revised
200	Governance and Organization Index	Revised
218.1	Institutional organization; University of Montana	Revised
271	Vocational technical education -- Board of regents; powers and duties	New
272	Vocational technical education -- Sole state agency	New
273	Vocational technical education -- Local advisory boards	New
274	Vocational technical education -- Deputy Commissioner; duties and responsibilities	New
275	Vocational technical education -- Center administration	New
276	Vocational technical education -- Center designation	New
310.3	Degree programs; general -- Independent colleges	Revised
311	Degree credit programs; Western Montana College of the University of Montana	Revised
315	Degree credit programs; University of Montana	Revised
700	Personnel Index	Revised
702.4	Appointment; legal counsel	Revised
731	Vocational Technical Education -- Existing center employees	New
800	Compensation and Employee Benefits Index	Revised
801.5	Holiday exchanges	Revised
802.5	Continuing education; salaries	Revised
803.2	Optional retirement program	New

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.79 (2 of 2)

SUBJECT: INTRODUCTION

Effective: Aug. 7, 1987

Section: 105.79 Distribution of
Materials

Issued: August 7, 1987

Approved: *P.C. Jordan*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
900	Financial Affairs Index	Revised
940.10	Continuing education fees	Revised
961.1	Vocational technical education -- Vocational education money; custodian	New
961.2	Vocational technical education -- Center budgets; sources of funding	New
961.3	Vocational technical education -- Center funding; non-general funds	New
961.4	Vocational technical education -- Adult basic education accounts	New
961.5	Vocational technical education -- School district; additional levy	New
961.6	Vocational technical education -- Local impact and education trust fund	New
962	Vocational technical education -- Center equipment; transfers	New
971.1	Vocational technical education -- Tuition rates; general	New
971.2	Vocational technical education -- Student fees	New
1001	Physical Plant Index	Revised
1051	Vocational technical education -- Center property; lease or purchase	New
1052	Vocational technical education -- Center maintenance; funding sources	New
1300	Vocational Technical Education Index	New
1301	Interim policies	New
1901.1	Unauthorized copying and use of computer software	New
2000.1	Alphabetical index	Revised
0503Z		

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.80 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Sep. 18, 1987

Section: 105.80 Distribution of
Materials

Issued: Sep. 25, 1987

Approved: *PC Dunbar*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revised
105.80	Distribution of materials	New
300	Academic affairs - Index	Revised
305.2.1	Common academic calendar- Vocational technical centers	New
310.3	Degree programs; General- Independent colleges	Revised
316	Degree credit programs; Montana State University	Revised
1900	Miscellaneous Index	Revised

0505Z

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.81 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Feb. 19, 1988

Section: 105.81 Distribution of
Materials

Issued: Feb. 19, 1988

Approved: *PC Dunder*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revised
105.81	Distribution of materials	New
218.4	Institutional organization; Montana State University	Revised
305.2	Common academic calendar	Revised
312	Degree credit programs; Eastern Montana College	Revised
313	Degree credit programs; Northern Montana College	Revised
315	Degree credit programs; University of Montana	Revised
316	Degree credit programs; Montana State University	Revised
316.1	Teacher education programs; Montana State University	Revised
1906	Collection and Remittance of Fees for Student, Non-profit Non-partisan organization; University of Montana	Revised

0520Z

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.82 (1 of 2)

SUBJECT: INTRODUCTION

Effective: Mar. 25, 1988

Section: 105.82 Distribution of Materials

Issued: April 4, 1988

Approved: *P.C. Dunder*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.82	Distribution of materials	New
311	Degree credit programs; Western Montana College of the University of Montana	Revised
316	Degree credit programs; Montana State University	Revised
900	Index	Revised
971.1.1	Registrations and tuition; Montana Vocational Technical Centers	New
971.3	Application fee; Montana Vocational Technical Centers	New
971.4	Late Registration fee; Montana Vocational Technical Centers	New
971.5	Transcript fee; Montana Vocational Technical Centers	New
971.6	Fee refund schedule; Montana Vocational Technical Centers	New
971.7	Building and maintenance fees; Montana Vocational Technical Centers	New
971.7.2	Use of plan funds, for projects under \$5,000; Montana Vocational Technical Centers	New
971.7.3	Use of plant funds for projects over \$5,000; Montana Vocational Technical Centers	New
971.7.4	Building fees, use of; Montana Vocational Technical Centers	New
971.8	Motor vehicle registration fees; Montana Vocational Technical Centers	New

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.82 (2 of 2)

SUBJECT: INTRODUCTION

Effective: Mar. 25, 1988

Section: 105.82 Distribution of Materials

Issued: April 4, 1988

Approved: *P. C. Tunkin*

971.9	Returned check fee; Montana Vocational Technical Centers	New
971.10	Course audit fee; Montana Vocational Technical Centers	New
971.11	Withholding registration, transcripts, and diplomas from students owing debts; Montana Vocational Technical Centers	New
971.12	Computer fee; Montana Vocational Technical Centers	New
1001	Index	Revised
1002.2	Vehicle regulations and parking; Montana Vocational Technical Centers	New
2000.1	Alphabetical index	Revised

0541Z

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MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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Policy and Procedures Manual

PAGE: 105.83 (1 of 1)

SUBJECT: INTRODUCTION

Effective: July 8, 1988

Section: 105.83 Distribution of Materials

Issued: July 8, 1988

Approved: *P. J. [Signature]*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
104	Distribution of the Manual	Revised
105.83	Distribution of Material	New
200	Index	Revised
218.1	Institutional organization; University of Montana	Revised
271.1	Technical Committees; Vocational Technical Education	New
300	Index	Revised
301.1A	Admission Requirements; In-state Undergraduates (Fall 1990)	New
301.2A	Admission Requirements; Out-of-state Undergraduates (Fall 1990)	New
301.7A	College Preparatory Program (Fall 1990)	New
314	Degree credit programs; Montana College of Mineral Science & Technology	Revised
400	Index	Revised
404.1	Indirect Cost Allowance; Carl Perkins Projects	New
900	Index	Revised
940.1A	Residency policy; Montana University System (Fall 1988)	New
1003.3	Property Management; Montana University System	Revised
1900	Index	Revised
1908	AIDS Policy; Montana University System	New

PLEASE REMOVE CURRENT SECTION 1003.1, LONG-RANGE BUIDLING PROGRAM, ISSUED
AUGUST 8, 1986.

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PLEASE RETURN

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.84 (1 of 1)

SUBJECT: INTRODUCTION

Effective: July 26, 1988

Section: 105.84 Distribution of Materials

Issued: Sept. 15, 1988

Approved: *PC Dunker*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.84	Distribution of materials	New
311	Degree credit programs; Western Montana College of University of Montana	
316	Degree credit programs; Montana State University	Revised
708.1.1	Department of Administration; Personnel Policies Adopted, Montana University System	Revised
800	Compensation and employee benefits	Revised
801.7	Professional Development Leave; Montana University System	New
29Z		

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.85 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Nov. 4, 1988

Section: 105.85 Distribution of Materials

Issued: Jan. 9, 1989

Approved: *C. J. [signature]*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.85	Distribution of materials	New
218.2	Institutional organization; Eastern Montana College	
300	Academic Affairs; Index	Revised
303.7	Delivery of instruction via telecommunications, Montana University System	New
316	Degree credit programs; Montana State University	Revised
900	Financial Affairs; Index	Revised
940.2	Application fee; Montana University System	Revised
940.13	Fee waivers; Montana University System	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.86 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Mar. 17, 1989

Section: 105.86 Distribution of Materials

Issued: Mar. 22, 1989

Approved: *Phillip D. Brooks*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.86	Distribution of materials	New
218.1	Institutional organization; University of Montana	Revised
218.4	Institutional organization; Montana State University	Revised
300	Index	Revised
301A	Admission requirements; general policies	New
301.5	Transfer of credits; Montana University System and Community Colleges	Revised
311	Degree credit programs; Western Montana College of the University of Montana	Revised
1906	Collection and Remittance of Fees for Student, Non-profit Non-partisan organization; University of Montana	Revised
52Z		

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.87 (1 of 2)

SUBJECT: INTRODUCTION

Effective: May 15, 1989

Section: 105.87 Distribution of materials

Issued: May 15, 1989

Approved: *P. D. Brooks*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
105.87	Distribution of materials	New
301A	Admission Requirements; General Policies	Revised
301.1A	Admission Requirements: In-State Undergraduate; Montana Univerisity System	Revised
301.2A	Admission Requirements: Out-of-State Undergraduates; Montana University System	Revised
301.7A	College Preparatory Program; Montana University System	Revised
801.5	Holiday Exchange	Revised
900	Index	Revised
940.1	Residency policy; Montana University System	Revised
940.3	Registration, incidental, and non-resident building fees	Revised
940.24	Collection and Remittance of Fees for Student, Non-profit Non-partisan organization; University of Montana	Renumbered Replaces p&p 1906

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Policy and Procedures Manual

PAGE: 105.87 (2 of 2)

SUBJECT: INTRODUCTION

Effective: May 15, 1989

Section: 105.87 Distribution of materials

Issued: May 15, 1989

Approved: *R. J. Brooks*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Policy Superseded</u>
971.1.1	Registration and Tuition; Montana Vocational Technical Centers	Revised
971.3	Application fee; Montana Vocational Technical Centers	Revised
971.7	Building and Maintenance Fees; Montana Vocational Technical Centers	Revised
971.12	Computer Fee; Montana Vocational Technical Centers	Revised
1900	Index	Revised
2000.1	Alphabetical Index	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.88 (1 of 3)

SUBJECT: INTRODUCTION

Effective: Apr. 12, 1990

Section: 105.88 Distribution of materials Issued: Apr. 12, 1990

Approved: *P.D. Brooks*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
105.88	Distribution of materials	New
218.4	Institutional Organization; Montana State University	Revised
301A	Admission Requirements; General Policies	Revised
301.1A	Admission Requirements; In-State Undergraduates; Montana University System	Revised
301.2A	Admission Requirements; Out-of-State Undergraduates; Montana University System	Revised
301.7A	College Preparatory Program; Montana University System	Revised
313	Degree credit programs; Northern Montana College	Revised
314	Degree Credit programs; Montana College of Mineral Science and Technology	Revised
315	Degree credit programs; University of Montana	Revised
316	Degree credit programs; Montana State University	Revised
501.1	High School Honor Scholarships	Revised
700	Personnel Index	Revised
703	Non-discrimination; Montana University System	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.88 (2 of 3)

SUBJECT: INTRODUCTION

Effective: Apr. 12, 1990

Section: 105.88 Distribution of materials

Issued: Apr. 12, 1990

Approved: *P.D. Brooks*

<u>Section</u>	<u>Title</u>	<u>Change</u>
712.1	Post-retirement employment; Montana University System	Revised
730.1	Non-discrimination; Vocational-Technical System	New
730.2.1	General Labor Negotiations; Vocational-Technical System	New
730.2.2	Labor Negotiations; Classified Personnel, Vocational-Technical System	New
730.3	Department of Administration Personnel Policies; Adoption Vocational-Technical System	New
730.3.1	Adopted Department of Administration; Personnel Policies, Vocational-Technical System	New
730.4	Employment contract; profes- sional and administrative employees, Vocational-Technical System	New
730.5	Employee Indemnification; Vocational-Technical System	New
731	Vocational Technical Education Existing center employees	Expired
800	Compensation and Employee Benefits Index	Revised
807.1	Leaves: Administrative Personnel, Vocational- Technical System	New

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Policy and Procedures Manual

PAGE: 105.88 (3 of 3)

SUBJECT: INTRODUCTION

Effective: Apr. 12, 1990

Section: 105.88 Distribution of materials

Issued: Apr. 12, 1990

Approved: *P. D. Brooks*

<u>Section</u>	<u>Title</u>	<u>Change</u>
807.2	State Pay Plan; Vocational-Technical System	New
807.3	Holiday Exchanges; Vocational-Technical System	New
900	Financial Affairs Index	Revised
940.13	Fee Waivers; Montana University System	Revised
940.20	Remedial instruction fee	Rescinded
971.1.1	Registration and Tuition: Montana Vocational Technical System	Revised
971.7.1	Building and Maintenance Fees; Montana Vocational Technical System	Revised
971.12	Computer Fee; Montana Vocational Technical System	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.89 (1 of 3)

SUBJECT: INTRODUCTION

Effective: July 18, 1990

Section: 105.89 Distribution of materials

Issued: July 18, 1990

Approved: *R. D. Brohn*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
105.89	Distribution of materials	New
200	Governance and Organization Index	Revised
201.7	By-laws	Revised
204.3	Commissioner of Higher Education; duties	Revised
205.2	Presidents; duties and responsibilities	Revised
205.4	Campus entertainment	Revised
250	Mission of Public Postsecondary Education	New
251	Role and Scope, Montana University System	Revised
252	Role and Scope, University of Montana	Revised
253	Role and Scope, Montana State University	Revised
254	Role and Scope, Eastern Montana College	Revised
255	Role and Scope, Western Montana College of the University of Montana	Revised
256	Role and Scope, Northern Montana College	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.89 (2 of 3)

SUBJECT: INTRODUCTION

Effective: July 18, 1990

Section: 105.89 Distribution of materials

Issued: July 18, 1990

Approved: *P. D. Brown*

<u>Section</u>	<u>Title</u>	<u>Change</u>
257	Role and Scope, Montana College of Mineral Science and Technology	Revised
258	Role & Scope, Glossary	Replacement*
259	Role & Scope, Billings Vocational-Technical Center	New
260	Role and Scope, Butte Vocational-Technical Center	New
261	Role and Scope, Great Falls Vocational- Technical Center	New
262	Role and Scope, Helena Vocational-Technical Center	New
263	Role and Scope, Missoula Vocational-Technical Center	New
277	Merger, Montana University System Montana Vocational-Technical System	New
278	Vocational-Technical System; Program deactivation and closure	New
279	Vocational-Technical System; Program approval and revision	New
300	Academic Affairs Index	Revised

*Replaces current section 258.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.89 (3 of 3)

SUBJECT: INTRODUCTION

Effective: July 18, 1990

Section: 105.89 Distribution of materials

Issued: July 18, 1990

Approved: *P.D. Brode*

<u>Section</u>	<u>Title</u>	<u>Change</u>
301	Admission Requirements: General Policies	Revised and Reissued**
301.1	Admission Requirements; In-State Undergraduates; Montana University System	Reissued**
301.2	Admission Requirements: Out-of-State Undergraduates; Montana University System	Reissued**
301.7	College Preparatory Program; Montana University System	Reissued**
303.1	Curriculum proposals; Montana University System	Revised
311	Degree credit programs; Western Montana College of the University of Montana	Revised
314	Degree credit programs; Montana College of Mineral Science and Technology	Revised
505.2	Montana Higher Education Student Assistance Corporation	Revised
801.5	Holiday Exchanges	Revised
804.1	Self-insured Group Insurance Program	Revised
807.3	Holiday Exchanges; Vocational-Technical System	Revised
940.13	Fee Waviers; Montana University System	Revised

**Current sections 301/301A, 301.1/301.1A, 301.2/301.2A and 301.7/301.7A are replaced by these reissued sections.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.90 (1 of 2)

SUBJECT: INTRODUCTION

Effective: Dec. 26, 1990

Section: 105.90 Distribution of Materials

Issued: Dec. 26, 1990

Approved: *P. D. Brink*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
105.90	Distribution of Material	New
203.5.2	Appeals	Revised
218.1	Institutional organization; University of Montana	Revised
218.2	Institutional organization; Eastern Montana College	Revised
218.4	Institutional organization; Montana State University	Revised
301	Admission Requirements: General Policies	Revised
301.2	Admission Requirements: Out-of-State Undergraduates; Montana University System	Revised
311	Degree credit programs; Western Montana College of the University of Montana	Revised
313	Degree credit programs; Northern Montana College	Revised
314	Degree credit programs; Montana College of Mineral Science and Technology	Revised
315	Degree credit programs; University of Montana	Revised

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Policy and Procedures Manual

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SUBJECT: INTRODUCTION

Effective: Dec. 26, 1990

Section: 105.90 Distribution of Materials

Issued: Dec. 26, 1990

Approved: *P. D. Brink*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
316	Degree credit programs; Montana State University	Revised
900	Index	Revised
901.1	Renewal and/or replacement of equipment in recharge centers; Montana University System	New
940.13	Fee Waivers; Montana University System	Revised
940.15	Returned check fee	Revised
940.16	Non-resident summer session fee	Revised
940.4	Late registration fee	Revised
961.5	Renewal and/or replacement of equipment in recharge centers; Montana Vocational-Technical System	New
1002.1	Vehicle regulations and parking; Montana University System	Revised
1003.3	Property Management; Montana University System	Revised
1900	Index	Revised
1902	Minority Achievement; Montana University System	New

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.91 (1 of 2)

SUBJECT: INTRODUCTION

Effective: June 7, 1991

Section: 105.91 Distribution of Materials

Issued: June 7, 1991

Approved: *E. Wheat*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
101	Table of Contents	Revised
200	Index	Revised
218.6	Institutional organization; Northern Montana College	Revised
300	Index	Revised
301.1	Admission requirements; in-state undergraduates; Montana University System	Revised
400	Index	Revised
500	Index	Revised
600	Index	Revised
700	Index	Revised
703	Non-discrimination; Montana University System	Revised
800	Index	Revised
801.5	Holiday Exchanges	Revised
807.3	Holiday Exchanges; Vocational-Technical System	Revised
900	Index	Revised

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Policy and Procedures Manual

PAGE: 105.91 (2 of 2)

SUBJECT: INTRODUCTION

Effective: June 7, 1991

Section: 105.91 Distribution of Materials

Issued: June 7, 1991

Approved: *E. Wheat*

<u>Section</u>	<u>Title</u>	<u>Change</u>
930.1	Internal Audit Reports; Montana University System	New
940.6	Student Fee Deferment	Revised
940.13	Fee Waivers	Revised
940.17.2	Educational service fee; Great Falls Education Center	Revised
1001	Index	Revised
1200	Index	Revised
1300	Index	Revised
1900	Index	Revised

Remove from manual:

1005.1	Access; Physically Handicapped	Rescinded
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If you have not already done so, the following policies should also be removed from the manual:

301A	Admission requirements; general policies
301.1A	Admission requirements; in-state undergraduates
301.2A	Admission requirements; out-of-state undergraduates
301.7A	College preparatory program
731	Vocational Technical Education; Existing center employees
940.20	Remedial instruction fee

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.92 (1 of 3)

SUBJECT: INTRODUCTION

Effective: Oct. 11, 1991

Section: 105.92 Distribution of Materials

Issued: Oct. 11, 1991

Approved: *E. Wheat*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
200	Index	Revised
218.1	Institutional organization; University of Montana	Revised
300	Index	Revised
301.4.1	Enrollment limitations; MSU	Revised
315	Degree credit programs; University of Montana	Revised
319	Degree credit programs; Dawson Community College	Revised
350	Degree and certificate programs; Billings Vocational Technical Center	New
351	Degree and certificate programs; Butte Vocational Technical Center	New
352	Degree and certificate programs; Great Falls Vocational Technical Center	New
353	Degree and certificate programs; Helena Vocational Technical Center	New
354	Degree and certificate programs; Missoula Vocational Technical Center	New
400	Index	Revised
404.1	Indirect Cost Allowance; Carl Perkins Projects	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.92 (2 of 3)

SUBJECT: INTRODUCTION

Effective: Oct. 11, 1991

Section: 105.92 Distribution of Materials

Issued: Oct. 11, 1991

Approved: *E. Wheat*

<u>Section</u>	<u>Title</u>	<u>Change</u>
700	Index	Revised
702.3	Appointment; campus personnel	Revised
900	Index	Revised
901.6	Authorization to expend reverted appropriations	New
940.17.2	Educational service fee; Great Falls Higher Education Center	Revised
940.23	Computer fee	Revised
940.25	Rural Physician Incentive Program	New
940.26	Equipment fee	New
961.7	Authorization to expend reverted appropriations	New
971.4	Late registration fee	Revised
971.7.1	Building and maintenance fees	Revised
971.7.2	Use of plant funds for projects under \$10,000	Revised
971.7.3	Use of plant funds for projects over \$10,000	Revised
971.9	Returned check fee	Revised
971.12	Computer fee	Revised
971.13	Equipment fee	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.92 (3 of 3)

SUBJECT: INTRODUCTION

Effective: Oct. 11, 1991

Section: 105.92 Distribution of Materials

Issued: Oct. 11, 1991

Approved: *E. Wheat*

<u>Section</u>	<u>Title</u>	<u>Change</u>
971.14	Faculty fee waiver	Revised
1001	Index	Revised
1006	Security operations	Revised
2000.1	Alphabetical Index	Revised

REMOVE FROM MANUAL:

971.7 Building and maintenance fees, issued May 15, 1989

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.93 (1 of 2)

SUBJECT: INTRODUCTION

Effective: Oct. 9, 1992

Section: 105.93 Distribution of Materials

Issued: Oct. 9, 1992

Approved: *E. Whetst*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
200	Index	Revised (page 3 only)
225.1	Montana Associated Students	Revised
300	Index	Revised
301.7	College Preparatory Program; Montana University System	Revised
320.1	Accreditation recognition; proprietary institutions	Revised
400	Index	Revised
406.1	Department of Defense Contracts; Montana State University	RESCINDED * Please remove
500	Index	Revised
504.3	Eligibility for WICHE, WAMI, and Minnesota Dental Program	Revised
800	Index	Revised
801.7	Professional Development Leave	Revised
900	Index	Revised
940.6	Student fee deferment	Revised
940.13	Fee Waivers; Montana University System	Revised

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Policy and Procedures Manual

PAGE: 105.93 (2 of 2)

SUBJECT: INTRODUCTION

Effective: Oct. 9, 1992

Section: 105.93 Distribution of Materials

Issued: Oct. 9, 1992

Approved: *E. What*

940.17.1	Educational service fee; MPA Program (Helena)	Revised
950.1	Municipal Finance Consolidation Act Participation; Montana Systems of Higher Education	New
971.3	Application fee; Montana Vocational Technical Centers	Revised
2000.1	Alphabetical Index	Revised (pages 7 and 8 only)



MONTANA HIGHER EDUCATION SYSTEMS

Office of Commissioner of Higher Education

2500 Broadway • PO Box 203101 • Helena, Montana 59620-3101 • (406) 444-6570 • FAX (406) 444-0684

TO: Regents Policy Manual Holders

FROM: Edwina Wheat *EW*
Personnel Specialist

DATE: November 16, 1993

RE: Recent distribution of Board of Regents Policy & Procedures

Policy 105.94 entitled "Distribution of Materials" (dated November 11, 1993) should be numbered 105.95. Please make this change to the policy.

The previous policy numbered 105.94 (dated March 22, 1993) should be retained in your manual.



MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.94 (1 of 1)

SUBJECT: INTRODUCTION

Effective: Mar. 22, 1993

Section: 105.94 Distribution of Materials

Issued: Mar. 22, 1993

Approved: *E. Wheat*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
200	Index	Revised (pp. 2 & 3 only)
205.4	Campus Entertainment	Revised
218.4	Institutional organization; Montana State University	Revised
220	Higher Education Centers	Revised
256	Role & Scope, Northern Montana College	Revised
700	Index	Revised (pp. 1 & 2 only)
708.1.1	Department of Administration; Personnel Policies Adopted, Montana University System	Revised
711.1	Employment contract; professional and administrative employees	Revised
800	Index	Revised
802.5	Continuing education; salaries	Revised
900	Index	Revised
940.1	Residency Policy; Montana University System	Revised
940.7	Fee Refund Schedule; Montana University System	Revised
940.10	Continuing education fees	Revised
971.6	Fee Refund Schedule; Montana Vocational Technical Centers	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

105.94
PAGE: ~~105.94~~ (1 of 2)

SUBJECT: INTRODUCTION

Effective: Nov. 11, 1993

Section: 105.94 Distribution of Materials

Issued: Nov. 11, 1993

Approved: *E. Whelan*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
200	Index	Updated
218.4	Institutional organization; Montana State University	Revised
300	Index	Updated
301.1	Admission Requirements; In-State Undergraduates; Montana University System	Revised
301.2	Admission Requirements; Out-of-State Undergraduates; Montana University System	Revised
301.7	College Preparatory Program; Montana University System	Revised
301.8	Academic Probation; Montana University System	NEW
301.9	Academic Suspension; Montana University System	NEW
700	Index	Updated
712.2	Voluntary Termination Incentive Policy; Montana University System	NEW
730.3.1	Adopted Department of Administration Personnel Policies; Vocational-Technical System	Revised
800	Index	Updated
801.3	Leave Without Pay; Montana University System	Revised

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Policy and Procedures Manual

PAGE: 105.94 (2 of 2)

SUBJECT: INTRODUCTION

Effective: Nov. 11, 1993

Section: 105.94 Distribution of Materials

Issued: Nov. 11, 1993

Approved: *E. Wheat*

803.2	Optional Retirement Program	Revised
900	Index	Updated
901.7	Donations; Montana University System	NEW
940.2	Application fee; Montana University System	Revised
940.4	Late Registration Fee; Montana University System	Revised
940.8	Student Activity Fees; Montana University System	Revised
940.16	Non-Resident Summer Session Fee	REPEALED*
940.27	Tuition; Montana University System	NEW
940.28	Athletic Fees; Montana University System	NEW
971.4	Late Registration Fee; Montana Vocational Technical System	Revised
971.7.1	Building and Maintenance Fees; Montana Vocational Technical System	Revised
1001	Index	Updated
1002.1	Vehicle Regulations and Parking; Montana University System	Revised
2000.1	Alphabetical Index	Updated

NOTE: ONLY PAGES 1 THROUGH 4 AND
PAGES 11 AND 12 ARE INCLUDED

* PLEASE NOTE THAT POLICY 940.16 HAS BEEN REPEALED AND SHOULD BE REMOVED FROM YOUR MANUAL

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.96 (1 of 2)

SUBJECT: INTRODUCTION

Effective: Jan. 18, 1994

Section: 105.96 Distribution of Materials

Issued: Jan. 18, 1994

Approved: *E. Elias*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
200	Index	Revised
201.4	Board of Regents- Oath of Office	Repealed
205.3	Council of Presidents	Repealed
218.4	Institutional organization; Montana State University	Revised
218.5	Institutional organization; Montana College of Mineral Science and Technology	Revised
505.3	(Appendix only); Guaranteed Student Loan Program Lender Agreements	Repealed (Appendix only)
600	Index	Revised
601	Annual Planning Reports	Repealed
700	Index	Revised (Page 3 only)
730.6	Minimum Qualifications of Faculty; Montana Technical System	New
800	Index	Revised
801.7	Professional Development Leave	Repealed
802.2.1	Administrative Salaries; Montana University System Units	Repealed
802.2.2	Administrative Salaries; Commissioner's Office	Repealed

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 105.96 (2 of 2)

SUBJECT: INTRODUCTION

Effective: Jan. 28, 1994

Section: 105.96 Distribution of Materials

Issued: Jan. 28, 1994

Approved: *E. Wheat*

<u>Section</u>	<u>Title</u>	<u>Change</u>
900	Index	Revised
940.9.1	Use of Plant Funds, Including Student Building Fee Reserves, for Projects Under \$25,000, Montana University System	Revised
940.9.2	Use of Plant Funds, Including Student Building Fee Reserves, for Projects Over \$25,000, Montana University System	Revised
940.13	Fee Waivers; Montana University System	Revised
971.7.2	Use of Plant Funds, for Projects Under \$25,000; Montana Vocational Technical Centers	Revised
971.7.3	Use of Plant Funds, for Projects Over \$25,000; Montana Vocational Technical Centers	Revised
1001	Index	Revised
1003.6	Construction and Maintenance; Funding	Repealed
2000	Alphabetical Index	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.97 (1 of 6)

Section: 105.97 Distribution of Materials

Effective: Sept. 28, 1994

Issued: Sept. 28, 1994

Approved: *E. Wheat*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
200	Index	Revised
205.2	Presidents; duties and responsibilities	Revised
205.2.1	Chancellors; duties and responsibilities	New
218.1	Institutional organization; The University of Montana-Missoula	Updated
218.2	Institutional organization; Montana State University-Billings	Revised
218.3	Institutional organization; Western Montana College of The University of Montana	Updated
218.4	Institutional organization; Montana State University-Bozeman	Updated
218.5	Institutional organization; Montana Tech of The University of Montana	Updated
218.6	Institutional organization; Montana State University-Northern	Updated
300	Index	Revised
301	Admission Requirements; General Policies	Updated
301.4.1	Enrollment limitations; Montana State University-Bozeman	Updated
301.4.2	Enrollment limitations; Montana State University-Northern	Updated
301.5	Transfer of credits; Montana University System and Community Colleges	Updated
304.1	Continuing education; credit programs	Updated
304.2	Continuing education; non-credit programs	Updated
305.1	Registration; simultaneous	Updated
305.2	Common academic calendar	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.97 (2 of 6)

Section: 105.97 Distribution of Materials

Effective: Sept. 28, 1994

Issued: Sept. 28, 1994

Approved: *E. Wheat*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
309.1	Course credits: short courses and workshops	Updated
400	Index	Revised
500	Index	Revised
502.1	Dormitory residency requirements	Updated
504.2	Montana Work Study Program	Updated
504.5	Graduate Scholarships	NEW
506.1	Student participation in mandatory fee decisions	Updated
700	Index	Revised
711.2	Criteria for Board of Regents Contracts; Non-faculty Personnel	NEW
712.1	Post-retirement employment; Montana University System	Updated
800	Index	Revised
802.5	Continuing Education; Salaries	Revised
900	Index	Revised
901.8	Student Payroll FICA Exemption	NEW
920.1	Purchasing requisitions; computing equipment	Revised
940.1	Residency policy; Montana University System	Revised
940.5	Transcript Fee	Revised
940.13	Fee Waivers; Montana University System	Revised
940.22	Room reserve deposit and refund schedule	Updated

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Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.97 (3 of 6)

Section: 105.97 Distribution of Materials

Effective: Sept. 28, 1994

Issued: Sept. 28, 1994

Approved: *E. Likens*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
940.23	Computer fee; Montana University System	Updated
940.24	Collection and remittance of fees for student, non-profit Non-partisan organization; The University of Montana-Missoula	Updated
940.26	Equipment fee; Montana University System	Updated
1001	Index	Revised
1002.1	Vehicle regulations and parking; Montana University System	Revised
1900	Index	Revised
2000.1	Alphabetical Index	Revised

The following policies have been **REPEALED**. Please **REMOVE** them from the Manual:

<u>Section</u>	<u>Title</u>	<u>Effective Date of Repeal</u>
201.1	Board of Regents - Creation and Powers	03-24-94
201.5	Board of Regents - Election of officers	03-24-94
203.4	Board of Regents - Communications	03-24-94
203.3.1	Board of Regents - Seal	03-24-94
207.1	Community Service and Continuing Education Advisory Council	03-24-94
273	Vocational technical centers; Local advisory boards	09-23-94
275	Vocational Technical Education Center administration	09-23-94
276	Vocational Technical Education; center designation	09-23-94

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.97 (4 of 6)

Section: 105.97 Distribution of Materials

Effective: Sept. 28, 1994

Issued: Sept. 28, 1994

Approved: *E. Wheat*

*The following policies have been **REPEALED**. Please **REMOVE** them from the Manual:*

<u>Section</u>	<u>Title</u>	<u>Effective Date of Repeal</u>
278	Vocational Technical System; Program deactivation and closure	09-23-94
279	Vocational Technical System; program approval and revision	09-23-94
305.2.1	Common academic calendar; Vocational-technical centers	03-24-94
402	Anatomical Donations	03-24-94
502.2	Dormitory opening schedules	03-24-94
600	Index	03-24-94
602	Priority Goals; Montana University System	03-24-94
730.1	Non-discrimination; Vocational-Technical System	09-23-94
730.2.1	General Labor Negotiations; Vocational Technical System	09-23-94
730.2.2	Labor Negotiations; Classified Personnel, Vocational-Technical System	09-23-94
730.3	Department of Administration Personnel Policies; Adoption, Vocational-Technical System	09-23-94
730.3.1	Adopted Department of Administration Personnel Policies, Vocational-Technical System	09-23-94
730.4	Employment contract; professional and administrative employees Vocational-Technical System	09-23-94
730.5	Employee Indemnification; Vocational-Technical System	09-23-94
802.1	Salaries; faculty	03-24-94

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.97 (5 of 6)

Section: 105.97 Distribution of Materials

Effective: Sept. 28, 1994

Issued: Sept. 28, 1994

Approved: *E. Wheat*

The following policies have been REPEALED. Please REMOVE them from the Manual:

<u>Section</u>	<u>Title</u>	<u>Effective Date of Repeal</u>
807.1	<i>Leaves; Administrative Personnel, Vocational-Technical System</i>	09-23-94
807.2	<i>State Pay Plan; Vocational-Technical System</i>	09-23-94
807.3	<i>Holiday Exchanges; Vocational-Technical System</i>	09-23-94
901.5	<i>Student Building Fee Bond Reserve; University of Montana-Missoula</i>	03-24-94
910	<i>Budgets</i>	03-24-94
940.3	<i>Registration, incidental, and non-resident building fees</i>	03-24-94
961.1	<i>Vocational Technical Education Vocational education money; custodian</i>	09-23-94
961.2	<i>Vocational Technical Education Center budgets; sources of financing</i>	09-23-94
961.3	<i>Vocational Technical Education Center funding; non-general funds</i>	09-23-94
961.4	<i>Vocational Technical Education Adult basic education accounts</i>	09-23-94
961.6	<i>Vocational Technical Education Local impact and education trust fund</i>	03-24-94
962	<i>Vocational Technical Education Center equipment; transfers</i>	03-24-94
971.1.1	<i>Registration and Tuition; Montana Vocational Technical System</i>	03-24-94

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.97 (6 of 6)

Section: 105.97 Distribution of Materials

Effective: Sept. 28, 1994

Issued: Sept. 28, 1994

Approved: *E. Chast*

The following policies have been **REPEALED**. Please **REMOVE** them from the Manual:

<u>Section</u>	<u>Title</u>	<u>Effective Date of Repeal</u>
971.8	Motor Vehicle Registration Fees; Montana Vocational Technical Centers	03-24-94
1002.2	Vehicle Regulations and Parking; Montana Vocational Technical Centers	09-23-94
1005.2	Restricting Access to Campus Property	01-20-94
1051	Vocational Technical Education Center property; lease or purchase	09-23-94
1052	Vocational Technical Education Center maintenance; Funding sources	09-23-94
1300	Index	03-24-94
1301	Interim policies	03-24-94
1906	Collection and Remittance of Fees for Student, Non-profit, Non-partisan organization; University of Montana	09-28-94
1907.2	Telecommunications; Northern Montana College	09-23-94

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.98 (1 of 2)

Section: 105.98 Distribution of Materials

Effective: April 17, 1995

Issued: April 17, 1995

Approved: *E. Wheat*

The following sections of the Policy and Procedures Manual are being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
200	Index	Revised
218.4	Institutional Organization; Montana State University-Bozeman	Revised
300	Index	Revised
303.8	Inventory of Academic Programs; Montana University System	NEW
500	Index	Revised
504.3	Eligibility for WICHE, WAMI, and Minnesota Dental Program	Revised
700	Index	Updated
703	Non-discrimination; Montana University System	Updated
704	Labor Negotiations	Updated
800	Index	Revised
801.5	Holiday Exchanges	Revised
900	Index	Revised
940.1	Residency Policy; Montana University System	Revised
1001	Index	Updated
2000.1	Alphabetical Index	Updated

See page 2 for Repealed policies

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.98 (2 of 2)

Section: 105.98 Distribution of Materials

Effective: April 17, 1995

Issued: April 17, 1995

Approved: *E. Wheat*

The following policies have been REPEALED. Please REMOVE them from the Manual:

<u>Section</u>	<u>Title</u>	<u>Effective Date of Repeal</u>
311	Degree credit programs; Western Montana College of the University of Montana	11-17-94
311.1	Teacher Education Programs, Western Montana College	11-17-94
312	Degree credit programs; Eastern Montana College	11-17-94
312.1	Teacher education programs; Eastern Montana College	11-17-94
313	Degree credit programs; Northern Montana College	11-17-94
313.1	Teacher education programs; Northern Montana College	11-17-94
314	Degree credit programs; Montana College of Mineral Science and Technology	11-17-94
315	Degree credit programs; University of Montana	11-17-94
315.1	Teacher education programs; University of Montana	11-17-94
316	Degree credit programs; Montana State University	11-17-94
316.1	Teacher education programs; Montana State University	11-17-94
317	Degree credit programs; Flathead Valley Community College	11-17-94
318	Degree credit programs; Miles Community College	11-17-94
319	Degree credit programs; Dawson Community College	11-17-94

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Policy and Procedures Manual

PAGE: 105.102 (1 of 2)

SUBJECT: INTRODUCTION

Effective: Oct. 4, 1996

Section: 105.102 Distribution of Materials

Issued: Oct. 4, 1996

Approved: *E. West*

The following sections of the Policy and Procedures Manual is being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
100	Index	Revised
104	Distribution of Manual	Revised
200	Index	Revised
203.5.2	Appeals	Revised
300	Index	Revised
400	Index	Revised
401.1	Consulting Services; Faculty	Revised
700	Index	Revised
711.1	Employment Instruments; Professional and Administrative Employees	Revised
740	Drug and Alcohol Testing	New
750	Service on Outside Governing Boards	New
900	Index	Revised
971.7.1	Building and Maintenance Fees; Colleges of Technology	Revised
2000.1	Alphabetical Index	Revised

The following policies have been REPEALED. Please remove them from the Manual.

341.1.1	Non-degree programs; Miles Community College
341.1.2	Non-degree programs; Dawson Community College

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.102 (2 of 2)

SUBJECT: INTRODUCTION

Effective: Oct. 4, 1996

Section: 105.102 Distribution of Materials

Issued: Oct. 4, 1996

Approved: 

The following policies have been REPEALED. Please remove them from the Manual. (Cont.)

- | | |
|-----|--|
| 350 | Degree and certificate programs; Billings Vocational Technical Center |
| 351 | Degree and certificate programs; Butte Vocational Technical Center |
| 352 | Degree and certificate programs; Great Falls Vocational Technical Center |
| 353 | Degree and certificate programs; Helena Vocational Technical Center |
| 354 | Degree and certificate programs; Missoula Vocational Technical Center |

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.110 (1 of 1)

Section: 105.110 Distribution of Materials

Effective: Oct. 21, 1998

Issued: Oct. 21, 1998

Approved: *E. Dale*

The following sections of the Policy and Procedures Manual is being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
200	Governance and Organization Index	Updated
219	Mission Statements; Montana University System	NEW
300	Academic Affairs Index	Updated
301.5	Transfer of Credits; Montana University System and Community Colleges	Revised
900	Financial Affairs Index	Updated
901.9	Campus-Affiliated Foundations	NEW
2000.1	Alphabetical Index	Updated

The following policies have been repealed. Please remove them from your manual:

250	Mission of Public Postsecondary Education
251	Role and Scope, Montana University System
252	Role and Scope, The University of Montana
253	Role and Scope, Montana State University
254	Role and Scope, Eastern Montana College
255	Role and Scope, Western Montana College of The University of Montana
256	Role and Scope, Northern Montana College
257	Role and Scope, Montana College of Mineral Science and Technology
258	Role and Scope, Glossary
259	Role and Scope, Billings Vocational-technical Center
260	Role and Scope, Butte Vocational-Technical Center
261	Role and Scope, Great Falls Vocational-technical Center
262	Role and Scope, Helena Vocational-Technical Center
263	Role and Scope, Missoula Vocational-Technical Center

NOTE: The Montana University System Policy and Procedures Manual can be found on the web at <http://www.montana.edu/wochelp/borpol>.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.113 (1 of 1)

Section: 105.113 Distribution of Materials

Effective: April 13, 1999

Issued: April 13, 1999

Approved: *E. Dale*

The following sections of the Policy and Procedures Manual is being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
300	Academic Affairs Index	Updated
303.7	Delivery of instruction via telecommunications; Montana University System	Revised

NOTE: The Montana University System Policy and Procedures Manual can be found on the web at <http://www.montana.edu/wochelp/borpol>.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.106 (1 of 2)

SUBJECT: INTRODUCTION

Effective: Dec. 10, 1997

Section: 105.106 Distribution of Materials

Issued: Dec. 10, 1997

Approved: *E. Hale*

NOTE: *The Board of Regents Policy and Procedures Manual can be found on the World Wide Web at:*

<http://www.montana.edu/wochelp/borpol/>

The following sections of the Policy and Procedures Manual is being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
200	Index	Revised
218.2	Institutional Organization; Montana State University-Billings	Revised
300	Index	Revised
301	Admission Requirements: General Policies; Montana University System	Revised
500	Index	Revised
501.1	High School Honor Scholarships	Revised
501.2	Community College Honor Scholarships	Revised
504.3	Eligibility for WICHE, WWAMI, and Minnesota Dental Program	Editorial Changes
700	Index	Revised
770	Conflicts of Interest; Montana University System	NEW
800	Index	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 105.106 (2 of 2)

SUBJECT: INTRODUCTION

Effective: Dec. 10, 1997

Section: 105.106 Distribution of Materials

Issued: Dec. 10, 1997

Approved: *E. Dale*

The following sections of the Policy and Procedures Manual is being distributed on this date *(continued)*:

<u>Section</u>	<u>Title</u>	<u>Change</u>
807.1	Employee Travel; Montana University System	NEW
900	Index	Revised
940.13	Fee Waivers	Revised
940.29	Tuition; Post-Baccalaureate Students	Corrected Title
1000	Index	Revised
2000	Alphabetical Index	Revised

The following sections of the Policy and Procedures Manual have been **REPEALED** *(Please remove these policies from your manual)*:

<u>Section</u>	<u>Title</u>
920	Purchasing Regulations
940.14	Residence Halls Rates; Room, Board
940.17.2	Educational Service Fee; Great Falls Higher Education Center
950	Investments; Non-Treasury Funds
1003.1	Long-Range Building Program

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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SUBJECT: INTRODUCTION

PAGE: 105.108 (1 of 1)

Section: 105.108 Distribution of Materials

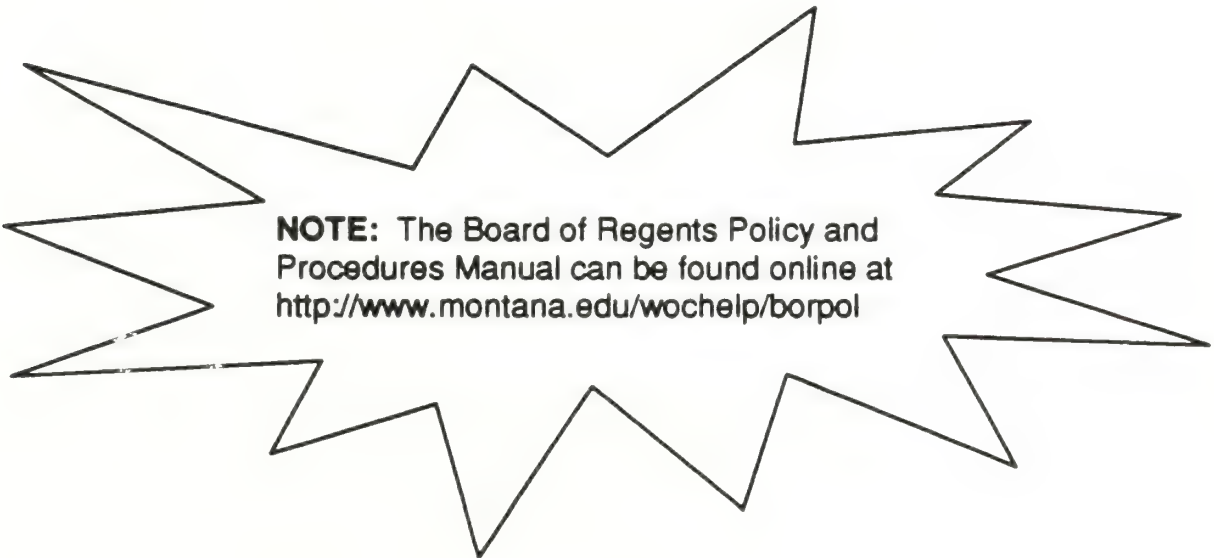
Effective: February 6, 1998

Issued: February 6, 1998

Approved: *E. Dale*

The following sections of the Policy and Procedures Manual is being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
300	Academic Affairs Index	Updated
301.5	Transfer of Credits; Montana University System And Community Colleges	Revised
700	Personnel Index	Updated
750	Position Descriptions: Executive Officers; Montana University System	NEW
1001	Physical Plant Index	Updated
1003.6	Transfers of Interest in Real Property	Revised



NOTE: The Board of Regents Policy and
Procedures Manual can be found online at
<http://www.montana.edu/wochelp/borpol>

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.109 (1 of 1)

Section: 105.109 Distribution of Materials

Effective: June 5, 1998

Issued: June 5, 1998

Approved: *E. Dale*

The following sections of the Policy and Procedures Manual is being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
300	Academic Affairs Index	Updated
303.9	Collaborative Programs	NEW
500	Student Affairs Index	Updated
501.1	High School Honor Scholarships; Montana University System	Revised
700	Personnel	Updated
711.1	Employment Instruments; Professional and Administrative Employees	Corrected
900	Financial Affairs Index	Updated
940.13	Fee Waivers; Montana University System	Revised
940.30	Montana Tuition Assistance Program (MTAP) Eligibility Requirements; Montana University System	NEW
950.2	Montana Family Education Savings Program	NEW



NOTE: The Board of Regents Policy and Procedures Manual can be found online at <http://www.montana.edu/wochelp/borpol>

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: INTRODUCTION

PAGE: 105.112 (1 of 1)

Section: 105.112 Distribution of Materials

Effective: Feb. 25, 1999

Issued: Feb. 25, 1999

Approved: *E. Dale*

The following sections of the Policy and Procedures Manual is being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
300	Academic Affairs Index	Updated
301	Admission Requirements; General Policies	Revised

NOTE: The Montana University System Policy and Procedures Manual can be found on the web at <http://www.montana.edu/wochelp/borpol>.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.114 (1 of 1)

SUBJECT: INTRODUCTION

Effective: June 2, 1999

Section: 105.114 Distribution of Materials

Issued: June 2, 1999

Approved: *E. Dale*

The following sections of the Policy and Procedures Manual is being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
300	Academic Affairs Index	Updated
303.7	Distributed Learning; Montana University System	Corrected Policy Title
900	Financial Affairs Index	Updated
940.27	Tuition; Montana University System	Revised

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.115 (1 of 1)

SUBJECT: INTRODUCTION

Effective: July 23, 1999

Section: 105.115 Distribution of Materials

Issued: July 23, 1999

Approved: *E. Naic*

The following sections of the Policy and Procedures Manual is being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
300	Academic Affairs Index	Corrected
500	Student Affairs Index	Updated
504.2	Work Study Program	Revised
900	Financial Affairs Index	Updated
940.9.1	Use of Plant Funds, including Student Building Fee Reserves, for projects under \$75,000	Revised
940.9.2	Use of Plant Funds, including Student Building Fee Reserves, for projects over \$75,000	Revised
940.27	Credit Cap on State-Subsidized Tuition Rates	Revised
940.29	Tuition; Post-Baccalaureate Students	Revised
940.30	Montana Tuition Assistance Program/Baker Grants	Revised
2000.1	Alphabetical Index	Updated

The following policy has been RESCINDED. Please remove the policy from your manual:

940.17.1 Educational Service Fee, MPA Program; Montana University System.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 105.116 (1 of 1)

SUBJECT: INTRODUCTION

Effective: October 11, 1999

Section: 105.116 Distribution of Materials

Issued: October 11, 1999

Approved: *E. Dale*

The following sections of the Policy and Procedures Manual is being distributed on this date:

<u>Section</u>	<u>Title</u>	<u>Change</u>
300	Index; Academic Affairs	Updated
320.3	Recognition; Canadian Public Institutions	NEW
301.12	Undergraduate Degree Requirements; Associate Degrees	NEW
900	Index; Financial Affairs	Updated
950.2	Montana Family Education Savings Program	Revised
2000	Alphabetical Index	Updated

<http://www.montana.edu/wochelp/borpol>

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 200 (1 of 2)

Effective: Oct. 21, 1998

Issued: Oct. 21, 1998

Approved: *E. Dale*

SUBJECT: GOVERNANCE AND ORGANIZATION

Section: 200 Index

<u>Section</u>	<u>Subject</u>	<u>Last Date Issued</u>
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201	Board of Regents	
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203	Board operations	
203.2	Operations	
203.2.2	Meeting notice	07-12-77
203.3	Records	
203.3.2	Minutes	01-04-77
203.3.3	Policy and procedures	04-25-77
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204	Commissioner of Higher Education	
204.1	Establishment	06-01-77
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204.4	Inter-unit affairs	
204.4.1	Creation	07-12-77
204.4.2	Operation	07-12-77
204.4.3	Expenses, faculty council	05-25-77
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205	Presidents	
205.1	Appointment	04-30-78
205.2	Duties and responsibilities	09-28-94
205.2.3	Chancellors; duties and responsibilities	09-28-94
205.4	Campus entertainment	03-22-93
207	Higher Education Programs Commission	
209	Community colleges	
209.1	Governance responsibilities	05-15-80
209.2	Organization	04-30-78
209.3	Lincoln County/Flathead Valley Community College Service Region	04-23-84

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Oct. 21, 1998

Section: 200 Index

Issued: Oct. 21, 1998

Approved: *E. Dale*

<u>Section</u>	<u>Subject</u>	<u>Last Date Issued</u>
217	Local executive boards	
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218	Institutional organization	11-04-83
218.1	The University of Montana-Missoula	09-28-94
218.2	Montana State University-Billings	12-10-97
218.3	Western Montana College of the University of Montana	09-28-94
218.4	Montana State University-Bozeman	04-17-95
218.5	Montana Tech of The University of Montana	09-28-94
218.6	Montana State University-Northern	09-28-94
218.7	Montana University System	02-23-81
218.8	Agricultural Experiment Station	02-01-83
218.9	Flathead Valley Community College	11-04-83
218.10	Miles Community College	11-04-83
219	Mission Statements; Montana University System	10-19-98
220	Higher Education Centers	03-22-93
220.1	Community College Education Centers	03-15-83
225.1	Montana Associated Students	10-09-92
270	Vocational Technical System	
271	Board of Regents; powers and duties	08-07-87
271.1	Technical committees	07-08-88
272	Sole state agency	08-07-87
274	Deputy Commissioner	08-07-87
277	Merger	07-18-90

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Dec. 10, 1997

Section: 200 Index

Issued: Dec. 10, 1997

Approved: *E. Dale*

<u>Section</u>	<u>Subject</u>	<u>Last Date Issued</u>
262	Helena Vocational-Technical Center role and scope	07-18-90
263	Missoula Vocational-Technical Center role and scope	07-18-90
270	Vocational Technical System	
271	Board of Regents; powers and duties	08-07-87
271.1	Technical committees	07-08-88
272	Sole state agency	08-07-87
274	Deputy Commissioner	08-07-87
277	Merger	07-18-90

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 201.1 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 1, 1973

Section: 201.1 Board of Regents - Creation
and Powers

Issued: Nov. 1, 1977

Approved: *P.C. Dunder*

Statutory provisions:

The government and control of the Montana university system is vested in a board of regents of higher education which shall have full power, responsibility, and authority to supervise, coordinate, manage and control the Montana university system and shall supervise and coordinate other public educational institutions assigned by law. (Constitution of Montana, Article X, Section 9(2)(a))

Judicial interpretation:

See Board of Regents of Higher Education of the State of Montana vs. Thomas L. Judge and Legislative Finance Committee of the Montana Legislative Assembly, December 19, 1975; State ex rel. Thomas L. Judge vs. Legislative Finance Committee, December 19, 1975.

"Inherent in the constitutional provision granting the Regents their power is the realization that the Board of Regents is the competent body for determining priorities in higher education."

MONTANA UNIVERSITY SYSTEM
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PAGE: 201.4 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 1, 1973

Section: 201.4 Board of Regents - oath
of office

Issued: May 16, 1977

Approved: *P.C. Thurman*

Statutory authority:

Members of the legislature and all executive, ministerial and judicial officers, shall take and subscribe the following oath or affirmation, before they enter upon the duties of their offices:

"I do solemnly swear (or affirm) that I will support, protect and defend the constitution of the United States, and the constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God)."

No other oath, declaration, or test shall be required as a qualification for any office or public trust. (Article III, Section 3, Montana Constitution).

Procedures:

1. The oath should be taken by each regent, commissioner of higher education, and deputies before any officer authorized to administer oaths. It must be certified by that officer also. In general, any judge, clerk of court, or notary public may administer the oath.
2. The oath should be filed with the secretary of state within 30 days after notice of election or appointment or before the expiration of 15 days from the commencement of the term of office when no notice has been given.
3. If the prescribed time limits for filing are not met, the office becomes vacant. (59 R.C.M. 415-418, R.C.M.)

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 201.5 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Feb. 15, 1977

Section: 201.5 Board of Regents - Election
of officers

Issued: Nov. 1, 1977

Approved: *P.C. Dunbar*

Board policy:

The officers of the board consist of a chairman, vice-chairman and secretary. The chairman and vice-chairman shall be elected from the appointed membership of the board for a period of two years or to the expiration of his or her term on the board, whichever occurs first. In the absence of the chairman, the vice-chairman will preside. If the office of chairman or vice-chairman is vacated prior to the expiration of the term, the board will hold an election to fill the vacated office. The newly elected officer will serve for the remainder of the term. The commissioner of higher education will serve as secretary to the board.
(By-laws, Article IV)

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 201.7 (1 of 4)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: June 14, 1990

Section: 201.7 By-laws

Issued: July 18, 1990

Approved: *P. L. Brode*

BY-LAWS
OF THE MONTANA BOARD OF REGENTS
OF HIGHER EDUCATION

ARTICLE I. Name

The legal name of the board is The Board of Regents of Higher Education.

ARTICLE II. Objectives

The objectives of the board are to supervise, coordinate, manage and control the Montana University System and to supervise and coordinate other public educational institutions assigned by law.

ARTICLE III. Membership

The board consists of seven members appointed by the governor and confirmed by the Senate. Not more than four may be from one congressional district and not more than four may be affiliated with the same political party. One of the members of the board shall be a student appointed by the governor who is registered full-time at a unit of higher education under jurisdiction of the board. The length of the term of the student member shall be not less than one year and not more than four years. The student membership shall not be subject to the congressional district nor the political party constraint mentioned above. Appointed members' terms are seven years. Vacancies shall be filled for the remainder of the unfilled term.

ARTICLE IV. Officers

The officers of the board consist of a chairman, vice-chairman and secretary. The chairman and vice-chairman shall be elected from the appointed membership of the board for a period of two years or to the expiration of his or her term on the board, whichever comes first. In the absence of the chairman, the vice-chairman will preside. If the office of chairman or vice-chairman is vacated prior to the expiration of the term, the board will hold an election to fill the vacated office. The newly elected officer will serve for the remainder of the term. The commissioner of higher education will serve as secretary to the board.

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Policy and Procedures Manual

PAGE: 201.7 (2 of 4)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: June 14, 1990

Section: 201.7 By-laws

Issued: July 18, 1990

Approved: *P. D. Bohs*

ARTICLE V. Meetings

The board shall meet not less than quarterly.

Other meetings may be called by the governor, the chairman of the board, the secretary or on the request of four appointed members.

The secretary shall notify each member by mail of scheduled meetings at least seven days in advance.

ARTICLE VI. Quorum

A majority of the appointed members of the board shall constitute a quorum.

ARTICLE VII. Committees

All committees shall be appointed by the chairman. Standing committees shall be as follows:

1. Administrative
2. Budget
3. Academic Affairs

Special committees may be appointed from time to time by order of the board.

The commissioner of higher education is an ex-officio, non-voting member of all committees.

ARTICLE VIII. Executive Sessions

The board by vote, and consistent with the appropriate constitutional and statutory provisions, may go into executive session at any time. No public record shall be kept of executive session business.

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Policy and Procedures Manual

PAGE: 201.7 (3 of 4)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: June 14, 1990

Section: 201.7 By-laws

Issued: July 18, 1990

Approved: *P. D. Brown*

ARTICLE IX. Order of Business

The following shall be the regular order of business:

1. Roll call
2. Minutes of preceding minutes
3. Report of committees
4. Report of special committees
5. Unfinished business
6. New business
7. Adjournment

ARTICLE X. Communications

All official communications, reports and recommendations from representatives of the legislative and executive branches of state government, institutions, faculty members, employees and students, shall come to the attention of the board through the commissioner of higher education.

ARTICLE XI. Parliamentary Law

On questions of parliamentary law, Robert's Rules of Order shall prevail, except with respect to (1) introduction of motions, wherein Mason's rules will be applied, and (2) reconsideration of questions, wherein these by-laws shall be applied.

ARTICLE XII. Reconsideration of Questions

No question decided by a vote of the Board may be raised again, either in identical form or in a manner that raises substantially the same issue as previously decided, except under the following circumstances:

1. More than six months have passed since the last vote on the question; or
2. The question is raised by a Board member who was recorded as voting on the prevailing side on the last vote on the question.

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Policy and Procedures Manual

PAGE: 201.7 (4 of 4)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: June 14, 1990

Section: 201.7 By-laws

Issued: July 18, 1990

Approved: *P.D. Broke*

ARTICLE XIII. Amendments

These by-laws may be added to or amended by a majority vote at any meeting of the board provided a quorum is present.

Any by-law may be suspended for one particular meeting by the unanimous consent of all appointed members present.

History:

By-laws; Item 35-007-R0682, June 28, 1982 as revised September 14, 1984, and June 14, 1990.

R E P E A L E D - - See Section 207.1

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 202.1 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Oct 25, 1985

Section: 202.1 Board of Regents -
standing committees

Issued: Nov. 4, 1985

Approved: *P. C. Dunbar*

Board policy: (By-laws, Article VII)

Standing committees shall be as follows:

1. University system (consisting of all board members)
2. Community colleges and vocational education
3. Curriculum
4. Budget
5. Capital construction
6. By-laws and policy

Appointment:

All committees shall be appointed by the chairman. The Commissioner of Higher Education is an ex-officio, non-voting member of all committees.

R E P E A L E D - - See Section 207.1

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 202.2 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Oct 25, 1985

Section: 202.2 Board of Regents -
special committees

Issued: Nov. 4, 1985

Approved: *P.C. Durbin*

Board policy: (By-laws, Article VII)

Special committees may be appointed from time to time by order of the board.

The Commissioner of Higher Education is an ex-officio, non-voting member of all committees.

Policy and Procedures Manual

PAGE: 203.2.2 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 12, 1977

Section: 203.2.2 Board of Regents -
Meeting Notice

Issued: July 12, 1977

Approved: *P.C. Dunbar*

Board policy:

1. The secretary shall notify each member by mail of scheduled meetings at least seven days in advance.
2. In an effort to provide effective notice of the Board of Regents' meetings, interested parties will be notified at least seven days before regularly scheduled meetings in accordance with the following procedures:
3. In the event the Board finds it necessary to hold an emergency or special meeting, such notice as is practicable in the circumstances shall be given. At a minimum, this shall include notification of the press.

Procedures:

1. The Commissioner of Higher Education will mail to the campus presidents and other organizations designated by the presidents at least 14 days prior to the Board meeting a notice stating the time, place and agenda of Board and committee meetings. The notice shall specify that the public may attend the Board and committee meetings and comment on the issues or submit materials to the Commissioner. The Commissioner will forward the written views, opinions or data to the Board or the appropriate Board committee.
2. The campus presidents will communicate this notice to students, faculty, and other university employees at least seven days in advance of the Board meeting by a method of communication which is effective on the particular campus. Methods of communication include publication in the student, faculty and/or staff newspaper or bulletin; posting notices on campus bulletin boards; and mailing or distributing notices directly to interested parties.
3. The Commissioner will issue a press release containing the time, place and agenda for the Board and committee meetings at least ten days in advance.
4. The Commissioner will mail to a party, upon receipt of a written request, the same notice which is sent to the campus presidents. The request must be renewed prior to each meeting. Additional information concerning a meeting may be obtained by contacting the Office of the Commissioner of Higher Education.

History:

Board of Regents By-laws, Article V;
Board of Regents Item 11-901-R1275, as amended, June 7, 1976;
and February 15, 1977.

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PAGE: 203.3.1 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Jan. 4, 1977

Section: 203.3.1 Board of Regents -
Seal

Issued: Jan. 4, 1977

Approved: *P.C. Dunbar*

Statutory authority:

The board of regents shall adopt and use an official seal to authenticate its official acts. (75 R.C.M. 5616 (b))

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 203.3.2 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Jan. 4, 1977

Section: 203.3.2 Board of Regents -
Minutes

Issued: Jan. 4, 1977

Approved: *P.C. Durbin*

Statutory authority:

The board of regents shall keep a record of its proceedings.
(75 R.C.M. 5616 (c))

Board policy:

Minutes of all Board of Regents' meetings shall be kept at the Office of the Commissioner of Higher Education. The minutes shall be available to the public during normal office hours for inspection and duplication. (Item 11-901-R1275, December 15, 1975 as amended June 7, 1976)

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 203.3.2 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Jan. 4, 1977

Section: 203.3.2 Board of Regents -
Minutes

Issued: Jan. 4, 1977

Approved: *P.C. Durbin*

Statutory authority:

The board of regents shall keep a record of its proceedings.
(75 R.C.M. 5616 (c))

Board policy:

Minutes of all Board of Regents' meetings shall be kept at the Office of the Commissioner of Higher Education. The minutes shall be available to the public during normal office hours for inspection and duplication. (Item 11-901-R1275, December 15, 1975 as amended June 7, 1976)

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PAGE: 203.3.3 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Jan. 4, 1977

Section: 203.3.3 Board of Regents -
Policy and procedures

Issued: April 25, 1977

Approved: *B.C. Turdon*

Board policy:

1. All items of Board policy which are of general and continuing applicability and which establish standards of conduct or describe system organization or procedures shall be separately compiled.

2. The format for codification presented by the Commissioner of Higher Education on October 29, 1976 is approved.

3. Authority is delegated to the Commissioner of Higher Education or his designee to promulgate existing policy and procedural material which does not require any substantive revision provided the re-statement has been considered by the Inter-unit Committee on Codification.

4. Any existing policy which needs substantive revision shall be referred to the appropriate Regents' committee by the Commissioner.

5. Areas where policy seems to be lacking should be noted and brought to the attention of the Board by the Commissioner.

Administrative policy:

1. The Director of Planning is designated to act for the Commissioner of Higher Education in connection with item 3 under Board policy.

Procedures:

Each unit shall maintain at least two complete copies of the above compilation. One compilation shall be kept in the unit's library and the other in the office of the unit president. Both copies shall be available to the public for inspection and duplication during normal office hours.

History:

Item II-901-R1275, December 15, 1975, as amended June 7, 1976;
Board Resolution, October 29, 1976;
Memorandum from Commissioner Pettit to Director of Planning,
November 8, 1976.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 203.4 (1 of 1)

Effective: Feb. 15, 1977

Issued: July 12, 1977

Approved: *P.C. Dunham*

SUBJECT: GOVERNANCE AND ORGANIZATION

Section: 203.4 Board of Regents -
communications

Board policy:

All official communications, reports and recommendations from representatives of the legislative and executive branches of state government, institutions, faculty members, employees and students shall come to the attention of the board through the Commissioner of Higher Education. (By-laws, Article XI.)

R E E E A L E D

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 203.5.1 (1 of 3)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: June 21, 1985

Section: 203.5.1 Hearings

Issued: July 15, 1985

Approved: *P.C. Dunham*

Board policy:

Any person denied due process of law by an official action of an administrator of the University System, including the Regents and the Commissioner of Higher Education, is entitled to a fair hearing in accordance with the procedures stated herein. If a hearing procedure is provided by an established campus or Board of Regents policy or employment agreement, said procedure shall be followed in lieu of this policy.

Procedures:

1. Hearing Request: A written request for a hearing, containing those facts which substantiate that there has been a denial of due process of law, must be forwarded to the office of the Commissioner of Higher Education by the appellant within 30 days following the official action which caused the alleged denial of due process.
2. Due Process Violation Determined: Upon review and investigation of the facts presented by the appellant, the Commissioner or designee shall determine whether due process of law has been denied. If it is determined that due process of law has not been denied, the appellant shall be informed of that decision and that all administrative remedies have thus been exhausted.
3. Responsibility for Hearing: If it is determined that due process of law has been denied, the Commissioner or designee shall remand the matter back to the unit president for a full hearing, or shall notify the unit and the appellant of the time and place of a hearing to be conducted by the Commissioner or designee.
4. Authority of Hearing Officer: The Commissioner, president or designee of either who serves as hearing officer shall have full authority to seek informal settlement, conduct prehearing conferences, seek stipulations from the parties, determine the order of presentation and admissibility of evidence, set the time and place for conferences or the hearing, and generally conduct the hearing consistent with the provisions of this policy.

APPENDED

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 203.5.1 (2 of 3)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: June 21, 1985

Section: 203.5.1 Hearings

Issued: July 15, 1985

Approved: *P.C. Dunbar*

5. Conduct of the Hearing: The hearing shall generally be conducted in accordance with the following:

a. Each party shall have an opportunity to make an opening statement.

b. The parties shall present their cases, including testimony of witnesses and documentary evidence, and generally the party who initiated the proceeding will go first.

c. The parties shall have the right to cross-examine witnesses, and at the conclusion of their cases, the parties may present rebuttal evidence.

d. The parties may make closing arguments.

e. The presiding officer may request briefs and proposed decisions be submitted by the parties within a specified time.

f. Every reasonable effort will be made to elicit and consider the most reliable evidence. The strict rules of evidence need not be applied and the decision of the hearing officer on questions of evidence shall be final.

g. A recording shall be made of the proceedings and copies of all written or other physical evidence shall be retained for the record.

h. A party may request a stenographic record be made of the hearing, providing the requesting party agrees to pay the cost thereof.

i. A party may be represented by an attorney or advisor of choice at the hearing.

j. The final decision shall be in writing, based on the evidence presented, and shall contain a statement of reasons therefor. A copy of the decision shall be forwarded to all parties.

R E P E A L E D

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 203.5.1 (3 of 3)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: June 21, 1985

Section: 203.5.1 Hearings

Issued: July 15, 1985

Approved: *P.C. Furlan*

History:

Board of Regents Item 15-001-R0277, February 15, 1977 (rescinded);
Item 21-002-R0778, Hearings; Montana University System, July 10, 1978.

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Policy and Procedures Manual

PAGE: 203.5.2 (1 of 2)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: May 16, 1996

Section: 203.5.2

Appeals

Issued: Oct. 4, 1996

Approved: *E. Wheat*

Preamble:

The purposes of this procedural policy include, but are not limited to, the following:

1. To assure to the constituencies governed by or served by the Board of Regents, the existence of an administrative procedure to exercise any legal right due them from the Board.
2. To assure the Board of Regents of Higher Education that the plenary authority they maintain over the Montana University System is exercised with knowledge of the facts relevant to any decision.
3. To minimize litigation between the University System and its constituencies by allowing the Board of Regents to become informed as to any disagreement and to allow the Board to exercise its authority to remedy a grievance.

Board policy:

1. A. Any party adversely affected by the final decision of a university president may appeal, within thirty (30) days of the president's decision, to the Commissioner of Higher Education, unless a Board of Regents policy or an employment agreement explicitly provides that the decision of the president is the final administrative review.
- B. Persons alleging that a University System employee has acted in a fashion incompatible with state ethics or conflict of interest statutes may bring that matter to the attention of the chief administrative officer on the involved campus. A campus decision on such a complaint is appealable under this policy once a final decision has been rendered by the university president.
2. The Commissioner may in his or her discretion limit the scope of review to procedural matters.
3. The Commissioner may not substitute his or her judgment for the substantive decision made by the president, unless the president's decision was arbitrary and capricious, clearly erroneous based on the facts in the record, or violated some legally protected right of the appellant.
4. This policy does not apply to any matters which are subject to the grievance procedure of a collective bargaining contract.
5. Appeals of decisions made by the Commissioner, including decisions made on appeals of final campus decisions, may be appealed to the Board pursuant to procedure #6 below.

Procedures:

1. Appeals must be in writing, addressed to the Commissioner, and shall contain the decision being

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 203.5.2 (2 of 2)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: May 16, 1996

Section: 203.5.2

Appeals

Issued: Oct. 4, 1996

Approved: *E. Wheat*

appealed, and shall state the basis for the appeal, and the relief desired. Upon receipt of the appeal, the Commissioner shall notify the party of the scope of review and the procedure to be followed. The appellant shall provide the president with a copy of all material sent to the Commissioner.

2. A party must use the procedures established at the university level before appealing to the Commissioner. In the absence of applicable campus procedures, the party may appeal a determination by a campus official to the immediate supervisor. Decisions of a campus chancellor are appealable to the university president. The final administrative decision at the university level is that of the president.

3. The Commissioner may attempt to achieve an informal disposition of the appeal. An informal disposition is binding only if the appealing party and the president agree to the proposed resolution.

4. Subject to the provisions of paragraph 5, the appeal will be decided based upon materials submitted by the appealing party and by the president. The parties to the appeal have no right to introduce materials or raise issues that have not been part of the university record. A full or partial hearing may be conducted, if

a) the right to a hearing is established by a Board of Regents' policy on the particular subject matter; or

b) failure to conduct a hearing would violate the party's constitutional due process rights.

5. The Commissioner may request that the parties submit additional materials or he may on his own initiative take notice of other relevant matters. The Commissioner may remand the matter back to the university or he may affirm, reverse, or modify the university decision or he may present the appeal to the Board for its consideration.

6. Within 30 days of the Commissioner's decision a party may appeal the decision to the Board. Such appeals must be in writing, be addressed to the Board in care of the Commissioner, shall state the decision being appealed, the basis for the appeal, and the relief desired. The Commissioner shall place the matter on the Board's agenda, though the Board may choose not to entertain the appeal. If the Board accepts the appeal, it will specify the scope of review and may request a full or partial hearing. The decision of the Board affirming, reversing, modifying or refusing to hear the appeal is the final administrative determination.

7. No matters subject to this policy shall be considered final until the procedures of this policy have been used to present the matter to the Board of Regents. When a party fails to exercise the appeal rights guaranteed by this policy the party accepts the lower level decision as final and waives the right to contest the matter further.

History:

By-laws, Article VIII (rescinded February 15, 1977); Item 15-001-R0277, February 15, 1977 (rescinded). Item 21-003-R0778, Appeals; Montana University System, November 2, 1979, June 21, 1985, October 25, 1990, September 28, 1995, and May 16, 1996.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 204.1 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 1, 1973

Section: 204.1 Commissioner of Higher
Education; establishment

Issued: June 1, 1977

Approved: *P.C. Durham*

Statutory authority:

The board shall appoint a commissioner of higher education and prescribe his term and duties.

History:

Article X, Section 9(2)(c), Montana Constitution.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 204.3 (1 of 2)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: June 14, 1990

Section: 204.3 Commissioner of Higher
Education; duties

Issued: July 18, 1990

Approved: *P.D. Brake*

Statutory authority:

The board shall appoint a commissioner of higher education and prescribe his terms and duties. (Article X, Section 9(2)(c), Montana Constitution)

Board policy:

The Commissioner of Higher Education shall be the chief executive officer of the Montana University System. The Commissioner of Higher Education is responsible to the Board of Regents. The duties of the Commissioner shall be as follows:

1. Execute, administer, and assure the implementation of the policies, decisions and rules of the Board of Regents. The Commissioner shall have broad delegated authority to carry out the duties and responsibilities enumerated herein, including the authority to interpret and secure implementation of Board policy and to establish administrative regulations and policy for the proper governance of the system.
2. Supervise and direct unit presidents with regard to the execution, administration, interpretation, and implementation of Board policy in regard to system issues. The Commissioner shall give guidance and direction as needed in general campus execution and administration of Board policy.
3. Advise the Board concerning the selection and removal of unit presidents.
4. Prepare, with the assistance of each campus administration, and present to the Board a suggested budget for the Montana University System as well as an allocation of state appropriations to the units of the university system. All budget requests approved by the Board requiring approval by the Governor or Legislature shall be presented to the Governor and to the Legislature solely by the Commissioner except when otherwise specifically authorized by the Board or the Commissioner.
5. Sign, on behalf of the Board, contracts and documents which have been authorized by the Board except when otherwise delegated by the Board.

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PAGE: 204.3 (2 of 2)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: June 14, 1990

Section: 204.3 Commissioner of Higher
Education; duties

Issued: July 18, 1990

Approved: *P.J. Brohn*

6. Act as the person through whom all matters shall be presented to the Board and to committees of the Board, including reports, recommendations and suggestions from units, their faculty members, employees, students and agents of the executive and legislative branches of state government.

7. Act as the sole official representative of the Board and the university system to the legislature and its committees except when otherwise specifically authorized by the Board or Commissioner.

8. Act as the sole person through whom policies of the Board shall be announced. The presidents of the units shall not make any announcements of the Board's policies until authorized to do so by the Commissioner.

9. Select, remove and, with the concurrence of the Board, fix the compensation of personnel as may be necessary for the Office of the Commissioner of Higher Education.

10. Direct the Deputy Commissioner of Vocational-Technical Education in the performance of the deputy's duties. Insofar as is practical, the relationship between the vocational-technical center directors and the Commissioner, acting through the deputy, shall be consistent with the provisions of this policy.

11. Act as coordinating officer for all inter-unit councils and committees.

12. Act as the official designee of the Board to perform any duty or hold any office required by state or federal law not otherwise assigned by the Board.

13. Perform any other duties requested by the Board or impliedly necessary to carry out the above noted tasks.

History:

Item 2-901-R0973, September 10, 1973, as amended November 7, 1975, March 23, 1976, July 11, 1977 and June 14, 1990.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 204.4.1 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 11, 1977

Section: 204.4.1 Inter-unit Advisory
Committees; creation

Issued: July 12, 1977

Approved: *P.C. Dunham*

Board policy:

The Commissioner of Higher Education is authorized to create any inter-unit committee he feels necessary to advise and inform him on matters relevant to the discharge of the duties and responsibilities of the office. Such committees serve in an advisory capacity to the Commissioner.

Procedures:

1. The Commissioner shall notify the presidents of his intention to establish an inter-unit advisory committee.
2. The Commissioner shall designate:
 - a. the official committee name;
 - b. the number of regular members from each campus who shall serve on the committee;
 - c. the purpose for which the committee is being formed; and
 - d. any additional by-laws necessary for the committee to function.
3. The presidents shall nominate campus representatives and alternates for the Commissioner's consideration. In nominating such representatives, provision should be made for adequate faculty and student participation in the selection of peer group nominees in instances where those constituent groups are to be represented specifically.

History:

Item 2-902-R0973, September 10, 1973 as amended November 7, 1975 and July 11, 1977. Guidelines for Inter-unit committees issued by the Commissioner of Higher Education, February 3, 1976.

Policy and Procedures Manual

PAGE: 204.4.2 (1 of 1)

Effective: Oct. 10, 1976

SUBJECT: GOVERNANCE AND ORGANIZATION

Issued: July 12, 1977

Section: 204.4.2 Inter-unit Advisory
Committees; operation

Approved: *P.C. Dunham*

Administrative policy:

The Commissioner's staff liaison will act as chairman of an inter-unit committee unless the Commissioner designates one of the campus representatives to act in that capacity, except for the Employee Benefits committee which is exempt from this provision.

Official minutes of all committee meetings should be kept on file in the Commissioner's office.

Under board policy, inter-unit committees are advisory to the Commissioner; they do not set policy, nor do they report directly to the Board of Regents.*

Procedures:

Upon receiving recommendations from an inter-unit committee, the Commissioner, at his discretion, will:

1. formulate recommendation(s) to the Regents in those instances where Board action is necessary; or
2. act under broad delegated authority to formulate and execute policy; and
3. where it is deemed appropriate, refer recommendations in 1 or 2 to the Council of Presidents for discussion before referring them to the Regents or implementing them.

Forms:

A suggested format for recording the activities of the committee may be obtained from the Office of the Commissioner of Higher Education.

History:

Guidelines for Inter-unit committees issued by the Commissioner of Higher Education, February 3, 1976.

*See Section 202.3.1

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Policy and Procedures Manual

PAGE: 204.4.3 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: May 20, 1974

Section: 204.4.3 Interunit committees;
expenses, faculty council

Issued: May 25, 1977

Approved: *P.C. Dunham*

Board policy:

Travel expenses and per diem in accordance with applicable law and regulations shall be paid by the respective units of the Montana University System for not more than three delegates from the faculty of any unit to attend the three regular meetings of the Faculty Council, and any special meetings duly called in accordance with Faculty Council by-laws, such expenses to be paid for those duly authorized meetings of the Faculty Council held at Helena or at the location of a unit of the university system.

History:

Item 13001, April 11, 1949, superseded by Item 4-015-R0574,
May 20, 1974.

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Policy and Procedures Manual

PAGE: 204.4.4 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: May 25, 1977

Section: 204.4.4 Inter-unit projects

Issued: May 25, 1977

Approved: *P.C. Duncan*

Board policy:

1. Research, instructional or public service projects which are conducted jointly by two or more institutions within the university system must be authorized by the Commissioner of Higher Education, and the Commissioner's office, at the discretion of the Commissioner, shall be involved in the planning and coordinating of such projects.

2. This policy shall also apply to those projects which may be initiated between any unit of the Montana University System and any other institutions or agents.

History:

Item 6-005-R1174, April 14, 1975 as amended November 7, 1975.

Policy and Procedures Manual

PAGE: 205.1 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: April 11, 1978

Section: 205.1 Presidents; appointments

Issued: April 30, 1978

Approved: *P.C. Dunsen*

Board policy:

1. Presidents of the units of the Montana University System shall be appointed by the Board of Regents on recommendation of the Search and Screening Committee and the advice of the Commissioner of Higher Education.

Procedures:

1. All search and screening committees for unit presidents shall include representatives of faculty, students, alumni, non-academic staff and administrative staff.

Presidential search and screening committees shall be appointed by the Commissioner of Higher Education after consulting appropriate constituent groups. The Board retains the prerogative of approving or disapproving the search committee for a president on each campus.

2. When it becomes necessary to designate an acting president at any unit of the Montana University System, the Commissioner of Higher Education shall propose a designee to the Board for approval. The Commissioner shall involve faculty, administrators and students at the unit in formulating recommendations to the Board.

History:

Item 6-004-R0974, Appointment of Presidents, Montana University System, September 9, 1974 as revised November 7, 1975, July 12, 1976 and April 11, 1978.

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Policy and Procedures Manual

PAGE: 205.2 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 7, 1994

Section: 205.2

Presidents; duties
and responsibilities

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

1. The president of a unit of the Montana University System is the chief executive officer at that unit and is vested with the responsibility of administering Board policies under the supervision and control of the Commissioner of Higher Education.

2. Each president is under the direction of and is responsible to the Commissioner of Higher Education. Presidents are appointed by the Board of Regents upon the advice and recommendation of the Commissioner.

History:

20-25-305 M.C.A. (Abrogated); Item 20-008-R0578, Presidents, Duties and Responsibilities, May 31, 1978, as revised June 14, 1990 and July 7, 1994.

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Policy and Procedures Manual

PAGE: 205.2.1 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 7, 1994

Section: 205.2.1

Chancellors; duties and
responsibilities

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

1. A chancellor is the chief executive officer responsible for the management of a four-year campus affiliated with a university. The chancellor shall provide leadership and coordination for all campus activities, including academic, fiscal, and student affairs.

2. Each chancellor is under the direction of and is responsible to the president of the affiliated university. Chancellors are appointed by the Board of Regents upon the advice and recommendation of the appropriate university president and the Commissioner.

History:

Item 82-005-R0394, Chancellors; duties and responsibilities (NEW), approved July 7, 1994.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 205.3 (1 of 2)

SUBJECT: GOVERNMENT AND ORGANIZATION

Effective: May 25, 1977

Section: 205.3 Council of Presidents

Issued: May 25, 1977

Approved: *P.C. Dunbar*

Board policy:

1. The Council of Presidents of the Montana University System is a regularly constituted organization under the authority of the board.

Procedures:

1. Composition

The Council of Presidents shall be composed of seven members, the presidents of the six units of the Montana University System and the Commissioner of Higher Education, and shall operate under the provisions outlined below under "Rules and Definitions".

2. Function

The Council of Presidents shall function under the authority of the Board of Regents as advisors to the Commissioner in administrative, academic and fiscal matters, and in planning for the System. The Council shall also function as advisors to the Commissioner and the Board in the area of over-all coordination between the units of the Montana University System.

3. Organization

a. Officers

(1) The Commissioner of Higher Education shall serve as chairman of the Council.

b. Meetings

(1) The Council shall hold regular meetings on call of the chairman at such times and places as to make members of the Council available to the Board at its regularly scheduled meetings.

(2) Special meetings of the Council may be held on the call of the chairman.

c. Committees

(1) Committees composed of members of the Council may be appointed by the chairman when and as he may determine such appointments appropriate.

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PAGE: 205.3 (2 of 2)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: May 25, 1977

Section: 205.3 Council of Presidents

Issued: May 25, 1977

Approved: *P.C. Thurman*

(2) Special and standing committees composed of faculty and staff members of the various units of the Montana University System may be appointed by the Council.

4. Rules and Definitions

- a. The chairman shall preside at meetings of the Council, except that in his absence he may designate an alternate.
- b. The chairman shall provide for a secretariat who shall keep minutes of the proceedings for inclusion in the official minutes of the Council.
- c. A written record of all proceedings of the Council shall be maintained by the secretary and a copy of the minutes of each meeting will be furnished each Council member and each Board member within two weeks following such meeting.
- d. All six units of the Montana University System shall be represented at each meeting of the Council. At meetings where the president of a given institution cannot be present, a representative with delegated authority to represent that institution will attend. Such representative, while representing his respective president, shall be considered as a member of the Council with full authority to enter upon deliberations of the Council.
- e. Council members are authorized to bring with them to meetings of the Council, such members of their administrative staffs as they deem necessary. Such administrative staff members are authorized to participate in Council deliberations.
- f. Unless specified otherwise, conduct of meetings shall be governed by "Roberts Rules of Order".
- g. All matters referred to the Council by the Board shall be referred through the Commissioner of Higher Education and shall be acted upon promptly and a report made at each regular meeting or at each successive meeting of the Board until the question is resolved. Matters referred to the Council by the Board which are in the nature of requests for information or data will be answered promptly through the Commissioner of Higher Education, accompanied by all necessary recommendations.

History:

Item 2-004-R0973, September 10, 1973.

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Policy and Procedures Manual

PAGE: 205.4 (1 of 5)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Dec. 11, 1992

Section: 205.4 Campus Entertainment

Issued: Mar. 22, 1993

Approved: *E. Wheat*

Board policy:

1. Expenses for official entertainment, community relations, or public relations may be reimbursed by a unit only when such activities are directly related to the objectives of the unit.

Procedures:

1. As a guide to making a determination as to when entertainment expenses will be reimbursable, those authorized to approve entertainment must:

- a. determine that the activity is directly related to an objective of the unit; and
- b. evaluate the importance of the event in terms of the costs that will be incurred, benefits that are anticipated from the expenditure, the availability of funds, and alternatives that would be equally effective in accomplishing the desired objective.

2. To be reimbursable entertainment expenses which exceed an aggregate of \$30.00 must be approved prior to the event as provided in Section 4.

3. Occasions for which the expenses of official entertainment may be approved are limited to the following:

- a. when the unit is host or sponsor of a meeting of a learned or professional society or organization, the costs of meals or light refreshments may be defrayed by the unit;
- b. when the unit hosts official guests or prospective appointees for positions requiring specialized training or experience of a professional, technical, or administrative nature, the costs of meals or light refreshments may be defrayed by the unit;
- c. when meetings of an administrative nature are held which are directly concerned with the welfare of the unit, the costs of meals or light refreshments may be defrayed by the unit. Where meals are involved, they must be a necessary and integral part of the business meeting;
- d. when meetings between students and faculty or administrators are held, only the cost of light refreshments may be defrayed;

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SUBJECT: GOVERNANCE AND ORGANIZATION

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Issued: Mar. 22, 1993

Approved: *E. Wheat*

- e. receptions for special ceremonies may be approved by the president, the appropriate vice president or director of student services; and
- f. expenses relating to recruitment of prospective students are not considered entertainment and are not included in this policy. These expenses are part of a unit's normal function and as such may be approved by the appropriate department chair, director or dean.

4. The president and such persons as he/she may designate have authority to approve expenditures for official entertainment.

a. Amount authorized:

- (1) (a) maximum per person expenditure for the person(s) being entertained and for the unit employee(s) as the official host or participating at the request of the official host shall not exceed the amount set out in the entertainment approval form;
- (b) for catered events, delivery and set-up charges must be included when determining the authorized amount;
- (2) if the entertainment is to benefit persons from outside the unit, the department may pay for the meal expenses of its guest and normally that of one official host from the department and other department members whose attendance is authorized by designated campus officials in accordance with the schedule listed in 1 above;
- (3) a unit employee who is in travel status and eligible for meal allowances shall deduct the equivalent allowance for meal(s) received under this policy from the travel allowance claimed for that day;
- (4) exceptions to paragraphs 4. a. (1), (2) and (3) must be approved by the president in accordance with current reporting procedures.

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Effective: Dec. 11, 1992

Section: 205.4 Campus Entertainment

Issued: Mar. 22, 1993

Approved: *E. Wheat*

- b. Source of funds: Expenses for official entertainment may be defrayed from various unit fund sources, within the existing level of supplies and expense funds, and are subject to the above rules and the following additional limitations:
- (1) agency funds are subject to any additional agency restrictions on the use of funds;
 - (2) contract and grant funds may be expended only if specifically authorized in the contract or grant, and only to the extent and for the purpose(s) authorized by the contract or grant;
 - (3) prior administrative approval for expenditures in excess of \$30.00 is required even if entertainment expenses are authorized in the contract or grant;
 - (4) terms of a contract, grant or agency policy cannot authorize an expenditure which is not in accordance with board policy.
- c. Reimbursement for expenditures: Official entertainment charges may be processed as a direct charge to an appropriate account by memorandum supported by receipts and official entertainment approval.
- (1) There must be supporting data for all entertainment, including home entertainment.
 - (2) After approval the entertainment form should be returned to the originating department. The department is to attach the approval to the memorandum requesting reimbursement and forward both the form and the memorandum to the controller's office for payment.
 - (3) The controller's office or business office may not honor reimbursement requests not accompanied by the Approval of Entertainment Form when the amount requested exceeds \$30.00.

5. Additional restrictions: Each unit may establish additional restrictions not in conflict with this policy on the reimbursement of entertainment expenses.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Dec. 11, 1992

Section: 205.4 Campus Entertainment

Issued: Mar. 22, 1993

Approved: *E. Wheat*

Definitions:

1. An official guest is a person, not otherwise employed or compensated by the unit, who is present on the campus to render a service on the unit, or at the invitation of the unit, or as a guest of the unit.

2. Light refreshments means a non-alcoholic beverage and/or pastries, vegetable trays, fruit plates, or items of a similar nature.

Form:

A suggested form to be used when requesting approval of official entertainment is attached.

History:

Item 12-006-R0676, June 7, 1976, as revised April 26, 1990, December 11, 1992.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Dec. 11, 1992

Section: 205.4 Campus Entertainment

Issued: Mar. 22, 1993

Approved: *E. Wheat*

ENTERTAINMENT APPROVAL FORM

(NAME OF UNIT)

(This format is suggested for use when submitting requests for approval of official entertainment.)

(DATE)

To: _____

Permission is requested to use _____ funds for official
(Department/office/acct.#)
entertainment as follows:

Date: _____ For: _____ \$ _____
(Refreshments/breakfast/lunch/dinner)

Name of guest(s) or function: _____

No. of Persons: _____ From: _____
(Community, other unit, etc.)

Purpose of Entertaining: _____

Official Host: _____

Requested by: _____ Approved by: _____

Date: _____

Note: After approval return this form to requesting department.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 207.1 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: June 7, 1976

Section: 207.1 Community Service and
Continuing Education
Advisory Council

Issued: April 30, 1978

Approved: *P.C. Dushman*

Board policy:

1. The existence of the Community Service and Continuing Education Advisory Council is extended as presently constituted until June 30, 1978 or until no longer required to receive federal funds, whichever occurs later.

2. Persons currently serving as members of the Community Service and Continuing Education Advisory Council shall continue to serve as members of the Advisory Council until the expiration of the terms to which they were appointed or until the discontinuance of the council, whichever occurs first.

History:

Item 12-002-R0676, Extension of Community Service and Continuing Education Advisory Council, June 7, 1976.

MONTANA UNIVERSITY SYSTEM
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PAGE: 200.1 (1 of 5)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: April 21, 1990

Section: 200.1 Community colleges; division
of governance responsibilities

Issued: May 15, 1990

Approved: [Signature]

Statutory authority: M.C.A. 20-15-103

Applicable policy:

The Board of Regents of Higher Education, recognizing the dual governance of community colleges by the Board of Regents of Higher Education and the boards of trustees of the community college districts, hereby adopts the following guidelines with respect to governance authority.

The division of responsibilities for the governance of the community colleges in Montana stems from Article X, Section 9, paragraph (2)(a) of the Montana constitution.

"The government and control of the Montana university system is vested in a board of regents of higher education which shall have full power, responsibility, and authority to supervise, coordinate, manage and control the Montana university system and shall supervise and coordinate other public educational institutions assigned by law."

M.C.A. 20-15-103 places the supervision of the community college districts under the board of regents of higher education who shall

1. Appoint a coordinator of community college districts and request a legislative appropriation for the operation of his office;
2. Formulate and put into effect uniform policies as to budgeting, record-keeping and student accounting;
3. Establish minimum entrance requirements and approve curricular offerings for all community colleges;
4. Direct each community college district to seek accreditation from a recognized accrediting association.

Since the terminology "management and control" to these institutions assigned by law is explicitly omitted from the constitutional language, this function is vested in the local boards of trustees of the community college districts except where otherwise specified by Montana statute.

The following categories will serve as a basis for dividing the governance responsibilities of the Board of Regents of Higher Education and the local

BOHARD COMMUNITY SYSTEM
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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: April 21, 1980

Section: 200.1 Community colleges; division
of governance responsibilities

Issued: May 15, 1980

Approved: [Signature]

I. List of trustees of the community college districts:

- I. Degree authorization and curriculum
- II. Budgetary and fiscal matters
- III. Presidents, faculty and personnel
- IV. Student affairs
- V. Property and construction
- VI. General

The Board of Regents of Higher Education will adopt policy with respect to the areas of governance of the community college district, dictated by the constitution and laws of Montana. Such policy can be found in the Board's Policy and Procedures Manual which is available in the Office of the Commissioner of Higher Education.

GUIDELINES

1. Degree Authorization and Curriculum

- a. The Board of Regents shall authorize degrees and certificate offerings at the community colleges upon recommendation of the boards of trustees of the community college districts and in accord with Board of Regents' policy. The boards of trustees will grant degrees and certificates to the graduates of community colleges upon the recommendation of the faculty.
- b. The Board of Regents shall approve -
 1. the general academic curricular offerings in accordance with the Board of Regents' policy under Item 2-001-P072, (Sections 303.1 and 303.2 of the Policy and Procedures Manual),
 2. the regular occupational programs which appear in the community college catalogs in accordance with Board of Regents' policy.

The boards of trustees of the community college districts will approve -

1. specific academic courses and seminars within the guidelines specified in Board of Regents' policy and Montana statutes,
2. ad hoc occupational programs, and
3. adult and community service curricula in accordance with Montana statute and Board of Regents' policy.

HAWAIIAN UNIVERSITY SYSTEM
Policy and Procedures Manual

WHS: 203.1 (3 of 5)

Effective: April 21, 1999

STATUS: CONTINUED AND ONSHORE/AAU-CC

Section: 203.1 Community colleges, division
of governance responsibilities

Issued: May 15, 1999

Approved: 

The Board of Regents shall direct each community college district to seek accreditation from a recognized accrediting association and other specified accrediting organizations as approved by the Board of Regents. The board of trustees shall supervise the achievement and maintenance of accreditation standards and implementation of recommendations from the accrediting organization.

II. Budgeting and Fiscal Matters

A. The board of regents will -

1. formulate uniform policies on budgeting and record keeping;
2. review annual general fund budgets adopted by the boards of trustees of community college districts and
3. approve, with or without adjustment, and recommend biennial and supplemental budgets to the governor for submission to the State Legislature.

The boards of trustees of community college districts will -

1. adopt an annual general fund budget;
2. recommend biennial budgets to the Board of Regents;
3. accept, on behalf of the districts, gifts, legacies, and bequests, subject to the conditions imposed by the donor or will of the testator, or without any conditions imposed;
4. accept funds from the federal government or the State of Hawaii, their instrumentalities or any of their agencies in and of any one or more purposes or in maintaining and operating the community colleges;
5. submit an additional levy proposition to the electors of the districts if the general fund budget is in excess of the budget funded by the Legislature.

III. Presidents, Faculty and Personnel

- A. The Board of Regents shall establish minimum qualifications of faculty and staff.
- B. The boards of trustees of the community college districts shall appoint the employees of the community colleges and assign their powers and duties and fix their compensation.

IV. Student Affairs

- A. The Board of Regents shall establish minimum requirements for all community colleges.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 209.1 (4 of 5)

SUBJECT: GOVERNING AND ORGANIZATION

Effective: April 21, 1999

Section: 209.1 Community colleges, division
of governance responsibilities

Issued: May 11, 1999

Approved: [Signature]

The boards of trustees shall establish specific requirements for the academic, occupational, adult and continuing education programs at the community colleges.

1. The Board of Regents shall approve all student tuition and fees assessed at the community colleges.

The boards of trustees shall recommend assessment and charges in tuition and fees and approve all tuition and fee waiver.

2. The Board of Regents shall formulate a uniform policy on student accounting.

The boards of trustees shall supervise the maintenance of approved records and student accounting.

V. Property and Construction

- A. The Board of Regents shall approve the purchase, lease or sale of all real property conveyed to or from the community college districts which involves the expenditure of state funds.

The boards of trustees shall have the power and authority to purchase, lease, or sell property not otherwise specified in Board of Regents' policy.

- B. The Board of Regents shall authorize construction, remodeling, repair or acquisition of school buildings and dormitories which involves the expenditure of state funds.

The boards of trustees shall have the power and authority to build, enlarge, alter, repair or acquire by purchase, school buildings and dormitories not otherwise authorized by Board of Regents' policy.

- C. The boards of trustees shall have the power and authority to levy an additional tax for the purpose described in A and B above. Such additional tax must be approved by the registered electors in a manner specified by law.

- D. The boards of trustees shall have the power and authority to accept or borrow money from the federal government for the purpose described in A and B above.

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Policy and Procedure Manual

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SECTION 21: GOVERNANCE AND ORGANIZATION

Effective: April 21, 1980

Section: 209.1 Community colleges, division
of governance responsibilities

Issued: May 15, 1980

Approved: *[Signature]*

VI. General

- A. Organization and reorganization of a community college district as provided for in the statutes of the state of Montana shall be supervised by the Board of Regents.

History:

Item 4-004-R0471, Division of Governance Responsibilities, Montana Community Colleges, April 8, 1974, as revised April 21, 1980.

MONTANA UNIVERSITY SYSTEM
Policy and Procedure Manual

PAGE: 209.2 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: April 8, 1974

Section: 209.2 Community college districts;
organization

Issued: April 30, 1978

Approved: *P. J. [Signature]*

Board policy:

1. The coordinator of community colleges is directed to supervise the organization of community college districts as provided in the statutes of the State of Montana.

History:

Item 4-001-R0474, Policy Regarding Organization of Community College Districts, April 8, 1974.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 209.3 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Apr. 13, 1984

Section: 209.3 Lincoln County/Flathead
Valley Community College
Service Region

Issued: Apr. 23, 1984

Approved: *P.C. Tucker*

Board policy:

The Lincoln County/Flathead Valley Community Service Region is approved effective July 1, 1984 through June 30, 1989 and thereafter, unless rescinded by a majority of electors casting votes on the question in an election held on any general election day after June 30, 1989.

History:

Item 43-3001-R0484, Approval of the Lincoln County/Flathead Valley Community College Service Region; Flathead Valley Community College, April 13, 1984.

R E S C I N D E D

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 215.1 (1 of 2)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Dec. 13, 1985

Section: 215.1 Bureau of Mines and
Geology

Issued: Dec. 20, 1985

Approved: *P. C. Tunkan*

Board policy:

1. The Montana Bureau of Mines and Geology as a Department of Montana College of Mineral Science and Technology is a part of the Montana University System because of the symbiotic relationship between the Bureau and the research and teaching functions of at least three units of the University System. It is important also that the aggregation of research capability in the state agencies be resisted and the Board of Regents will insist that as long as the University System is expected to be a resource for the people of the state in research and public service, as well as teaching, state agencies and other clientele groups can expect that most of the basic and applied research addressed to state needs will be conducted by units of the University System.

2. The Bureau's budget will continue to be treated separately from the budget of Montana Tech and the Bureau will be budgeted for its share of physical plant and service costs.

3. The Board of Regents hereby establishes an Advisory Committee for the Montana Bureau of Mines and Geology. The Advisory Committee will be appointed by the Commissioner of Higher Education. The membership shall consist of a senior geology faculty member from the University of Montana, Montana State University, and Montana College of Mineral Science and Technology, representatives of the U.S. Geological Survey (Geological Division), U.S. Geological Survey (Water Resources Division), U.S. Bureau of Mines, U.S. Bureau of Land Management, U.S. Forest Service, Department of State Lands, Department of Natural Resources, Department of Health and Environmental Sciences, Montana Mining Association, Montana Petroleum Association, Montana Coal Council, Montana Geological Society, the Montana Tech administration, and two members of the legislature. The Commissioner will designate a member from his staff as liaison and a non-voting member. The Director of the Montana Bureau of Mines and Geology will be a non-voting member and also serve as executive secretary to the Advisory Committee.

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Policy and Procedures Manual

PAGE: 215.1 (2 of 2)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Dec. 13, 1985

Section: 215.1 Bureau of Mines and
Geology

Issued: Dec. 20, 1985

Approved: *P. C. Dunbar*

4. The Advisory Committee shall have the following duties:

(a) To identify issues of concern to the Director of the Bureau and the President of Montana Tech and to assist the Bureau in fulfilling its mission.

(b) To serve as liaison between the Director of the Bureau, the President of Montana Tech, the Commissioner of Higher Education and academic geologists, state and federal agencies, and geologically oriented industries.

(c) To advise the Commissioner, the President of Montana Tech, and the Director of the Bureau on research and public service programs of the Bureau.

History:

Item 10-501-R0975, Role of the Montana Bureau of Mines and Geology, September 1975, as revised April 21, 1980.

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PAGE: 215.1 (2 of 2)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: April 21, 1960

Section: 215.1 Bureau of Mines and Geology

Issued: May 15, 1960

Approved: *[Signature]*

-
- (a) To identify issues of concern to the Director of the Bureau and the President of Montana Tech and to assist the Bureau in fulfilling its mission.
 - (b) To serve as liaison between the Director of the Bureau, the President of Montana Tech, the Commissioner of Higher Education and academic geologists, state and federal agencies, and geologically oriented industries.
 - (c) To advise the Commissioner, the President of Montana Tech, and the Director of the Bureau on research and public service programs of the Bureau.

HISTORY:

100.10.01-10.75, Role of the Montana Bureau of Mines and Geology, September 1975, as revised April 21, 1960.

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Policy and Procedures Manual

PAGE: 217.1 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 26, 1985

Section: 217.1 Local Executive Boards

Issued: Sept. 3, 1985

Approved: *P.C. Dunham*

Board policy:

1. Pertinent statutory provisions - (20-25-303;304 M.C.A.) Members of local boards, after appointment by the Governor and confirmation by the Board, qualify by making the filing of their oath of office with the Board. The regular term of office is three years except that a member of a local board may be sooner removed by the Governor or by the Board. Limited allowances for compensation are fixed by statute, and necessary expenses may be reimbursed. Meetings must be held at least once each calendar quarter. Local board functions relating to institutional management or staff are limited to such as may be conferred by the Board and are subject always to the supervision of the latter. Local boards may receive gifts and bequests for the use of the institutions.

2. Functions - The functions of each local board shall include consultative and advisory service to the president of the institution as well as other duties as may be duly specified and communicated to them by, or on behalf of, the Board, President or the Commissioner of Higher Education.

3. Compensation - Each member of a local executive board may be compensated as provided by statute (20-25-303(5)).

Definitions:

The Board of Regents of Higher Education is referred to herein as the "Board"; and local executive boards are referred to as "local boards". When "institution" is mentioned in the singular or plural, it means the particular institution with which a particular local board is concerned.

History:

Item 3-016-R0174, Regulations Respecting Local Executive Boards for Institutions of the Montana University System Subject to the Jurisdiction of the Board of Regents of Higher Education as revised April 11, 1978 and July 26, 1985.

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PAGE: 218 (1 of 2)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Oct. 28, 1983

Section: 218 Institutional organization

Issued: Nov. 4, 1983

Approved: *P. C. Durkan*

Board policy:

1. The following matters require review and approval by the Board of Regents before they can be announced and implemented.

a. formation, elimination or consolidation of a college, division, school, department, institute, bureau, center, station, laboratory or similar unit;

b. establishment, elimination or change in scope of an off-campus resident center;

c. designation of a lead institution;

d. movement of an academic unit from one college, school or division to another; and

e. changes in the names of any of the entities covered in 1.a. above.

Procedures:

Proposals for centers and institutes shall:

1. identify its purpose;

2. state its objectives;

3. briefly describe its anticipated activities;

4. identify all agencies, organizations and/or institutions which will be involved and include advisory council information;

5. identify its organizational structure within the institution;

6. describe the interrelationships between it and the institutional role and scope, including information about which departments on campus will be involved and how the center or institute will contribute to the academic programs of the institution;

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Oct. 28, 1983

Section: 218 Institutional organization

Issued: Nov. 4, 1983

Approved: *P.C. Durbin*

7. identify first year and continuing finances necessary to support it including the sources of funding;

8. describe other similar programs in the state and surrounding region;

9. identify faculty expertise available for participation in its activities;

10. state the internal campus review and approval process which has occurred prior to submission to the Commissioner's Office.

History:

Item 24-001-R0579, Institutional organization, Montana University System, May 30, 1979 as revised October 28, 1983.

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PAGE: 218.1 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: June 21, 1991

Section: 218.1

Institutional organization;
The University of Montana-Missoula

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

The following organizations are authorized:

- Maureen and Mike Mansfield Center (2)
- Public Policy Research Institute (1,5)
- Telecommunications Center (3)
- Tourism and Recreation Institute (4)
- University of Montana Higher Education Center - Billings (6)
- University of Montana Higher Education Center - Dillon (7)
- Montana University Affiliated Rural Institute on Disabilities (8)
- Honors College (9)

History:

(1) Item 26-102-R0180, Organization of an Institute for Human Resources, University of Montana, March 10, 1980 The Institute for Human Resources was ~~de~~authorized when the Public Policy Research Institute was established.

- (2) Item 39-103-R0483, June 14, 1983
- (3) Item 43-109-R0484, May 18, 1984
- (4) Item 55-107-R0487, June 4, 1987
- (5) Item 55-102-R0687, July 24, 1987
- (6) Item 59-101-R0688, June 16, 1988
- (7) Item 61-101-R1188, January 27, 1989

(8) Item 67-119-R0690, September 13, 1990, authorization for name change from the Montana University Affiliated Program Satellite for the Developmentally Disabled (MUAPS) to the Montana University Affiliated Rural Institute on Disabilities

- (9) Item 71-106-R0591, June 21, 1991

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PAGE: 218.2 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: November 20, 1997

Section: 218.2

Institutional organization;
Montana State University-
Billings

Issued: December 10, 1997

Approved: *E. Hale*

Board policy:

The following organizations are authorized:

Center for Continuing Education and Community Service (2)

Center for Business Enterprise (3)

Center for the Northern Plains (7)

Institute for Health and Human Services (5)

Instructional Development Center (1)

The Montana Center on Disabilities (5,6)

Urban Institute (4)

History:

(1) Item 27-701-RO480, Change of Name of Learning Resource Center to Instructional Development Center, April 21, 1980.

(2) Item 42-702-R1283, Change of Name of School of Extended Studies and Community Service.

(3) Item 44-701-R0784, Changing the Name of the Center for Organizational Development to the Center for Business Enterprise, September 14, 1984.

(4) Item 61-702-R0988, Authorization to Establish an Urban Institute, November 4, 1988.

(5) Item 68-701-R0790, Authorization to Reorganize the School of Education, Eastern Montana College, October 25, 1990.

(6) Item 82-702-R0394, Authorization to Change the Name of the Montana Center for Handicapped Children to The Montana Center on Disabilities, May 19, 1994.

(7) Item 96-2705-R0997, Authorization to Establish a Regional Research Center and Cultural Archives, entitled "The Center for the Northern Plains"; Montana State University-Billings.

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PAGE: 218.3 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: April 21, 1980

Section: 218.3

Institutional organization; Western
Montana College of The University of
Montana

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

The following organizations are authorized:

Rural Education Center

History:

Item 18-602-RO977, Rural Education Center, Western Montana College, April 21, 1980

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PAGE: 218.4 (1 of 2)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Jan. 19, 1995

Section: 218.4

Institutional organization;
Montana State University-Bozeman

Issued: April 17, 1995

Approved: *E. Wheat*

Board policy:

The following organizations are authorized:

Burton K. Wheeler Center for the Study of Public Issues in Montana (10)

Center for Bilingual/Multicultural Education (4)

Center for Biofilm Engineering (6, 16)

Center for Bison Studies (19)

Center for Business and Management Development (2)

Center for Economic Renewal and Technology Transfer (17)

Center for Excellence in Adult Learning Research (8)

Center for Research on Rural Education (1)

Optical Technology Center (OpTeC) (11, 21)

49th Parallel Institute (5)

Geographic Information and Analysis Center (12)

Local Government Center (13)

Montana State University Mountain Research Center (MSU MRC) (14, 15, 20)

Montana University System Water Resources Center (7)

Survey Research Center (3, 9)

Western Transportation Institute for Advanced Rural Transportation
Technology, Research and Education (18)

History:

- (1) Item 29-203-R1080, February 6, 1981
- (2) Item 31-203-R0481, May 22, 1981.
- (3) Item 34-205-R0382, April 16, 1982

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Jan. 19, 1995

Section: 218.4

Institutional organization;
Montana State University-Bozeman

Issued: April 17, 1995

Approved: *E. Wheat*

History: (cont.)

- (4) Item 34-207-R0382, April 16, 1982.
- (5) Item 38-202-R1282, April 11, 1983
- (6) Item 39-204-R0683, Sept. 17, 1983. Item 67-201-R0490, July 30, 1990, authorized the Research Institute for Biological and Chemical Analysis to be renamed the Center for Interfacial Microbial Process Engineering
- (7) Item 48-203-R0785, July 26, 1985; Item 49-201-R1085; Oct. 25, 1985 renamed the Water Resources Research Center.
- (8) Item 51-202-R1286, March 27, 1987
- (9) Item 54-206-R0387, April 28, 1987, authorized the Center for Data Systems and Analysis to be renamed the Survey Research Center
- (10) Item 54-203-R0387, April 28, 1987
- (11) Item 57-201-R0987, Dec. 11, 1987
- (12) Item 62-204-R1288, March 17, 1989
- (13) Item 62-204-R0389, June 21, 1989
- (14) Item 67-202-R0490, July 30, 1990, authorized the establishment of the Center from Jan. 1, 1990 through Dec 31, 1992.
- (15) Item 77-203-R0992, September 15, 1992, authorized the Center for High Elevation Studies to be renamed the Yellowstone Center for Mountain Environments; approved pending receipt of report
- (16) Item 78-203-R0393, March 22, 1993, Authorization to Rename the Center for Interfacial Microbial Process Engineering to the Center for Biofilm Engineering
- (17) Item 80-212-R0993, November, 11, 1993, Authorization for Montana State University to Establish the Center for Economic Renewal and Technology Transfer.
- (18) Item 84-205-R0794, Authorization for Montana State University to Create a Western Transportation Institute for Advanced Rural Transportation Technology, Research and Education, approved September 23, 1994
- (19) Item 84-2008-R0994, Authorization for Montana State University-Bozeman to Establish the Center for Bison Studies to be Located in its Veterinary Molecular Biology Laboratory, approved November 17, 1994
- (20) Item 86-2009-R0195, Authorization to Rename the Yellowstone Center for Mountain Environments; Montana State University-Bozeman, approved January 19, 1995
- (21) Item 86-2010-R0195, Authorization to rename the Advanced Materials Center; Montana State University-Bozeman, approved January 19, 1995

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Nov. 11, 1993

Section: 218.5

Institutional organization;
Montana Tech of The University
of Montana

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

The following organizations are authorized:

Center for Energy and Mineral Research (1)

Environmental Business Opportunities Center (2)

History:

(1) Item 43-502-R0484, Authorization of a Center for Energy and Mineral Research, Montana College of Mineral Science and Technology, June 12, 1984.

(2) Item 81-501-R0993, Proposal for Authorization to Establish an Environmental Business Opportunities Center November 11, 1993.

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PAGE: 218.6 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Mar. 22, 1991

Section: 218.6 Institutional organization;
Montana State University-Northern

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

The following organizations are authorized:

Center for Individualized Instruction (2)

Higher Education Center, Great Falls (1)

History:

(1) Item 28-802-R0780, Authorization to establish a Higher Education Center at Malmstrom Air Force Base, Great Falls, Northern Montana College, Sept. 8, 1980; Item 70-801-R0191, Authorization to change the name of the Higher Education Center at Malmstrom Air Force Base to the "Higher Education Center at Great Falls," March 22, 1991.

(2) Item 35-802-R0482, Authorization to change the name of the Learning Center to the "Center for Individualized Instruction," April 16, 1982.

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PAGE: 218.7 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Jan. 9, 1981

Section: 218.7 Institutional organization;
Montana University System

Issued: Feb. 23, 1981

Approved: *O.C. Dunkin*

Board policy:

The following organizations are authorized:

Montana University System Center at Helena (1)

History:

(1) Item 29-003-R1080, Establishment of a Montana University System Center at Helena for the purpose of administering the off-campus Master of Public Administration program offered jointly by the Department of Political Science at Montana State University and the University of Montana, Jan. 9, 1981.

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PAGE: 218.8 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANZIATION

Effective: Jan. 21, 1983

Section: 218.8 Institutional organization; Issued: Feb. 1, 1983
Agricultural Experiment Station

Approved: *P.C. Tuskan*

Board policy:

1. The Montana Agricultural Experiment Station is authorized to create an Advisory Council.

History:

Item 38-301-R0183, Authorization for the Montana Agricultural Experiment Station to establish an Advisory Council, Jan. 21, 1983

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 218.9 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Oct. 28, 1983

Section: 218.9 Institutional organization;
Flathead Valley Community
College

Issued: Nov. 4, 1983

Approved: *P. C. Drunkan*

Board policy:

The following organizations are authorized:

Community College Education Center at Libby
for Lincoln County (1)

History:

(1) Item 41-3001-R0983, Community College Education Center at Libby
for Lincoln County, October 28, 1983.

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PAGE: 218.10 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Oct. 28, 1983

Section: 218.10 Institutional organization; Issued: Nov. 4, 1983
Miles Community College

Approved: *P.C. Dunker*

Board policy:

The following organizations are authorized:

Community College Education Center at Colstrip (1)

History:

Item 41-4001-R0983, Community College Education Center at Colstrip,
October 28, 1983

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PAGE: 219 (1 of 1)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Sept. 17, 1998

Section: 219 Mission Statements;
Montana University System

Issued: Oct. 21, 1998

Approved: *E. Dale*

Board policy:

1. The Office of the Commissioner of Higher Education will maintain an accurate and current copy of all campus mission statements approved by the Board of Regents.
2. Revised copies of the mission statements will be distributed to the Regents following every meeting at which changes in the mission statements are approved.
3. Mission statements shall be reviewed by the Regents every three years.

History:

Item 100-002-R0798, Mission Statements; Montana University System (NEW), approved by the Board of Regents on September 17, 1998.

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PAGE: 220 (1 of 5)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Sept. 15, 1992

Section: 220 Higher Education Centers

Issued: Mar. 22, 1993

Approved: *E. Wheat*

Introduction:

Montana's community colleges, independent colleges and units of the University System share the responsibility to maximize the availability of educational opportunities for the state's citizens in a manner which will enhance quality while minimizing unnecessary duplication of effort and potentially harmful competition. Concurrently, these same institutions must insure that the state's resources are used in a prudent and responsible manner. To these ends, this policy will govern the offering of off-campus instructional program by units of the Montana University System.

Board policy:

1. The presidents of the Montana University System are authorized to plan higher education centers to provide additional educational services to the people of the State of Montana.
2. Credit courses shall be offered at locations remote from the main campus through continuing education or at an approved higher education center. Credit courses offered through the regular instruction program shall be offered off-campus only at approved higher education centers.
3. Higher education centers which duplicate existing undergraduate programs offered by a community college or an independent college in its respective local community will not be established by a Montana University System institution unless the affected community college or independent college signifies its approval of the offering in writing to the Commissioner of Higher Education.
4. The Board of Regents may authorize the establishment of a higher education center upon the recommendation of the Commissioner of Higher Education, according to the following guidelines.

Procedures:

1. Any program offered at a higher education center must be within the approved role and scope and authorized programs of the institution.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Sept. 15, 1992

Section: 220 Higher Education Centers

Issued: Mar. 22, 1993

Approved: *E. Wheat*

2. Before a request is made to the Commissioner of Higher Education for approval to establish a higher education center or revise an existing authorization, the president shall document that the following conditions have been met.

- a. Faculty. Persons assigned to teach courses for which resident credit is to be granted must have credentials at least equivalent to those required of faculty teaching the same or similar courses for resident credit at the home institution.
- b. Educational resources. Additional resources, including library and/or laboratory facilities and other resources specifically developed for a specific course or program must be sufficient to offer a quality program.
- c. Student eligibility. Students must meet the same admission and academic standards including grade point averages that are required of students taking the same or similar programs at the home institution.
- d. Local coordinator. A local coordinator shall be designated and be available in the community in which the center is located in order to handle administrative arrangements and to act as a contact person.
- e. Student counseling and advisement. Provisions shall be made for student counseling and advisement.

3. A higher education center may be designated for only certain program areas or certain levels of instruction.

4. A higher education center shall offer a structured, coherent educational program, and shall not be merely the physical location for occasional course offerings. A proposal should contain data on the population to be served, the course offerings projected, and the number of regular, resident and adjunct faculty that will be utilized.

5. Student credit hour generation. Student credit hours generated in degree credit programs at higher education centers shall be subject to the same reporting requirements as regular

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Effective: Sept. 15, 1992

Section: 220 Higher Education Centers

Issued: Mar. 22, 1993

Approved: *E. Wheat*

instructional programs at the home institution; however, separate reports shall be prepared for each center. The Montana University System Registrars' Manual for Reporting Enrollment Data shall be followed. If a course would not be eligible for credit at the home institution, it shall not be granted credit at a higher education center.

6. Fees. The following fees apply:

- a. Regular Student Fees. Centers shall charge enrolled students the normal authorized on-campus fees including admission, registration, incidentals, building, etc. Units, however, may waive the student activity and student health fees for students enrolled in off-campus programs. Students not qualifying as state residents shall be required to pay the normal non-resident fee.
- b. Educational Service Fee. Upon approval of the Commissioner of Higher Education, an additional educational services fee may be charged each student to provide the services required by the program.
- c. Non-credit or Continuing Education Fees. Fees for any non-credit or continuing education programs which may be offered through a higher education center shall be governed by the appropriate Regent policies.

7. Interinstitutional relations.

- a. When more than one institution conducts programs through a higher education center in the same community, the Commissioner of Higher Education shall be responsible for establishing policies and procedures to insure necessary program coordination.
- b. If concerns arise about potential competition between an independent or community college and units of the Montana University System in the development of higher education centers, the Commissioner of Higher Education may incorporate measures for addressing the problems.

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Effective: Sept. 15, 1992

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Issued: Mar. 22, 1993

Approved: *E. Wheat*

c. Montana University System institutions are encouraged to establish cooperative programs with independent colleges and community colleges as appropriate.

d. Each college, university, vocational-technical center and community college is authorized to serve as a higher education center for delivery of academic programs from another unit, provided that there is the appropriate memorandum of understanding signed by the respective presidents and the Commissioner of Higher Education. Such memoranda shall be in effect for no more than three years, but may be renewed with the approval of the Commissioner.

8. Montana University System Higher Education Center. If a single system-wide higher education center is deemed more appropriate than separate institutional centers, the Commissioner of Higher Education shall establish policies to provide for necessary coordination, equitable distribution of student credit hours generated, allocation of fee revenues and any other matters. If it becomes desirable to change from existing separate higher education center operations to a system-wide program, the Commissioner may make such changes.

9. Program quality. It shall be the responsibility of the Commissioner of Higher Education and the president(s) involved to insure that the quality of the programs offered at a higher education center shall meet the same criteria by which the quality of programs is assessed at the home institution. Programs which cannot meet such criteria may not be offered.

10. Evaluation. The Commissioner of Higher Education in conjunction with the presidents shall provide for the evaluation of each higher education center after the third year of operation and periodically thereafter. If the center is not meeting its original or modified objectives, the Commissioner may recommend to the Regents that it be discontinued.

11. Program proposal dissemination. A copy of any proposal for the establishment of new programs or major modification of existing programs through a higher education center shall be provided to all institutions of higher education in the state and to the vocational

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Effective: Sept. 15, 1992

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Issued: Mar. 22, 1993

Approved: *E. Wheat*

technical centers for their information and comment. The proposal shall address possible significant adverse impact on other Montana postsecondary educational institutions.

12. Nomenclature. A higher education center shall be named as follows: (Name of Institution) Center at (Location) or Montana University System Center at (Location).

History:

Item 27-001-RO480, Higher Education Centers, Montana University System, April 21, 1980 as revised September 15, 1992.

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PAGE: 220.1 (1 of 5)

SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Mar. 4, 1983

Section: 220.1 Community college
education centers

Issued: Mar. 15, 1983

Approved: *P. C. Dunham*

Introduction:

Montana's community colleges and the units of the University System, in cooperation with the independent colleges of Montana, share the responsibility to maximize the availability of educational opportunities for the state's citizens in a manner that will enhance quality while minimizing unnecessary duplication of effort and potentially harmful competition. This policy governs the offerings of instructional programs by community colleges in geographical areas outside of the community college district.

Board policy:

1. A CCEC (community college education center) may only be offered pursuant to the provisions of this policy. A community college may create and operate several CCECs, but each CCEC is subject to this policy. A community college may not offer courses, as part of their regular instruction, at geographical locations outside of the community college district except through a CCEC established under this policy. All courses for credit at geographical locations outside of the community college district that are not offered through a CCEC shall be subject to Section 304.1 of the Policy and Procedures the Montana University System.

2. The content of a CCEC may not be duplicative of existing courses of instruction offered in the same geographical area by another Montana institution of higher education unless the affected institution gives written consent to the offering.

3. A CCEC must be within the approved role and scope and the authorized programs of the community college. A CCEC shall offer a structured, coherent educational program and may not be merely a vehicle for occasional course offerings.

4. Existing education centers established at Sidney and Baker are not subject to the provisions of this policy relating to the establishment of the center. These centers will be subject to an evaluation as prescribed by paragraph 11, under Operation, during the 1984-85 academic year.

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Issued: Mar. 15, 1983

Approved: *B.C. Dunbar*

Operation of CCEC:

1. Persons assigned to teach courses for a CCEC for which resident credit is to be granted must have credentials at least the equivalent of those required of faculty teaching the same or similar courses at the same institution.

2. Resources, in addition to faculty and including library and/or laboratory facilities and resources developed specifically for a specific course or program, must be sufficient to offer a quality program.

3. Students must meet the same admission and academic standards, including grade point averages, that are required of students taking the same or similar programs at the home institution.

4. A local coordinator shall be designated and be available in the geographic area served by the CCEC. Such individual shall handle administrative arrangements and serve as a contact person.

5. Provision shall be made for student counseling and advisement.

6. Student credit hours generated in degree credit programs at community college education centers shall be subject to the same reporting requirements as regular instructional programs at the home institution; however, separate reports shall be prepared for each center. The Montana University System Registrars' Manual for Reporting Enrollment Data shall be followed. If a course would not be eligible for credit at the home institution, it shall not be granted credit at a CCEC.

7. The following provisions shall govern the fee schedules for CCEC coursework:

a. Centers shall charge students enrolled in a CCEC the normal authorized on-campus fees including admission, tuition, building, etc. Centers may waive the student activity and student health fees for students enrolled in a CCEC.

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Approved: *P. C. Durbin*

b. Upon approval of the Board of Trustees of the community college district, an additional educational services fee may be charged each student to provide the services required by the program.

c. Fees for any non-credit or community service programs which may be offered through a community college education center shall be governed by the appropriate Regent and/or Trustee policies.

8. If concerns arise about potential competition or duplication of effort between a CCEC and the offerings of another institution of higher education, the Commissioner of Higher Education may establish measures, for addressing the problems.

9. Any proposed changes in an established CCEC must be submitted to the Commissioner of Higher Education to determine if such changes are significant enough to require treating the proposed modified CCEC as a new CCEC subject to the procedural steps outlined below. If the Commissioner determines that the changes require treatment as a new CCEC, the Commissioner shall inform the community college, which then has the responsibility of initiating the procedures below. If the Commissioner determines the changes are not significant, the Commissioner may grant or deny the request and shall notify the Board of Regents of any such actions.

10. It is the responsibility of the Commissioner of Higher Education and the president of the community college to insure that the quality of programs offered at a CCEC meets the same criteria by which the quality of programs is assessed at the home institution.

11. The Commissioner, in conjunction with the community college president, shall provide for the evaluation of the CCEC after the third year of operation and periodically thereafter. If the CCEC is not meeting its original or modified objectives, the Commissioner may recommend to the Regents that the CCEC be terminated.

12. A CCEC shall be formally designated as the (name of the institution) Center at (location) (for) (geographical area served).

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Approved: *B.C. Dunbar*

Procedure:

1. The formal procedure to establish a CCEC begins with the passage of a resolution by the Board of Trustees of the community college district requesting the Board of Regents to authorize the establishment of a CCEC.

2. Prior to the formal procedure, the Board of Trustees may meet with interested persons in the area to be served by the CCEC, hold public hearings to gather public opinion, establish preliminary proposals and engage in other planning activities of a preliminary nature.

3. The resolution referred to in paragraph (1) above may not be adopted until the Trustees have received in writing requests for establishment of a CCEC by residents of the area to be served.

4. After a resolution has been adopted, the Trustees shall transmit the resolution to the Commissioner of Higher Education. The transmittal must be accompanied by copies of the written requests for establishment of the CCEC referred to in paragraph (2) and by a memorandum in support of the proposal and may be accompanied by such other documents and exhibits that the Trustees believe to be of value. The memorandum in support must contain the following information:

a. a description of the proposed CCEC, including anticipated course offerings, the geographical area to be served and the population thereof, and the anticipated commitments of resources (staff and cash outlays),

b. a narrative discussion, with supporting documentation if necessary, as to how the operation requirements above will be met, and

c. such other information as the Commissioner may require.

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Approved: *B.C. Durham*

5. After receipt of a resolution, the Commissioner shall transmit a copy of the resolution and memorandum of support to the other community colleges, the units of the University System, the vocational technical centers in the state, and the independent colleges of the state for their review and comments. These institutions shall have 30 days from date of receipt to submit their comments to the Commissioner. Their time period may be extended at the discretion of the Commissioner.

6. After the time period for comment referred to in paragraph (5) has passed and after the Commissioner has had sufficient time to examine and review the proposal, the Commissioner shall formulate a recommendation as to establishment of the CCEC and shall place the question of establishment on the Board of Regents agenda as soon as is practical, along with the Commissioner's recommendation. In the course of reviewing the proposal, the Commissioner may hold public hearings in the area to be served by the CCEC. The cost of such a hearing shall be borne by the community college district.

7. The Board of Regents shall either grant or deny the Trustees the authority to establish a CCEC, and a grant of authority may include conditions.

8. At any time during the review procedure, the Trustees may by resolution request that the proposal be withdrawn, and in such case all proceedings shall be terminated.

9. Once a proposal has been submitted by a community college and acted upon by the Board of Regents, no same or similar proposal may be submitted to the Commissioner until after 1 year has passed from the date of Board action, unless the Board otherwise permits.

Definitions:

A community college education center is a program in instruction in one or more areas of academic interest by a community college in a geographical area outside of the community college district.

History:

Item 38-1000-R0183, Community College Education Centers, March 4, 1983

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Dec. 13, 1991

Section: 225.1 Montana Associated
Students

Issued: Oct. 9, 1992

Approved: *E. Wheat*

Board policy:

1. The Montana Associated Students (MAS) of the Montana University System is a regularly constituted organization under the authority of the Board of Regents.

Procedures:

1. Composition

The Montana Associated Students shall be composed of fourteen voting members: the duly elected student body presidents (or their designees) of (a) the six four-year postsecondary units of the Montana University System; (b) the five vocational-technical centers of the Montana University System; and (c) Dawson, Miles, and Flathead Valley Community Colleges.

2. Function

The Montana Associated Students shall establish its own procedures which shall be filed with the Commissioner of Higher Education.

History:

Item 42-004-R0384; Montana Associated Students, Montana University System, as revised December 13, 1991.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Mar. 22, 1990

Section: 250 Mission of Public
Postsecondary Education

Issued: July 18, 1990

Approved: *P. D. B...*

Postsecondary Education

Under the Constitution of the State of Montana, the governance and control of the Montana University System are vested exclusively in the Board of Regents of Higher Education which has full power, responsibility, and authority to supervise, coordinate, manage, and control the Montana University System. In addition, the Board of Regents exercises programmatic oversight of Montana's three community colleges. The Board of Regents appoints, by constitutional mandate, a Commissioner of Higher Education as the chief administrative officer of the Montana University System.

In 1987, the Legislature vested the Board of Regents with general administrative oversight and supervision of postsecondary vocational-technical education. The Commissioner of Higher Education serves as chief administrative officer for postsecondary vocational-technical education in Montana.

As public servants of the State of Montana, the Regents and Commissioner are obligated to exercise several principal responsibilities on behalf of the citizens:

Coordination for the Maintenance of Diversity and Access

Fundamentally, all units of public postsecondary education exist to serve the educational, social, and campus environmental needs of a diverse student population not bounded by the traditional definition of college-age students. It is reasonable for these Montanans to expect a wide range of instructional programs in their institutions of higher learning. College-bound and vocational-technical students should find available in Montana academic and technical disciplines commensurate with those found in other states. Generally, undergraduates, and vocational-technical students should not have to leave Montana to pursue programs of study because they are unavailable in the State. In cases where a particular program of study is not offered in Montana, the Regents will make every effort to secure access to such a program in another state through interstate cooperative arrangements.

To be sure, not all programs can be made available on each college campus or vocational-technical center. However, the Board of Regents must be cognizant of educational needs in all areas of the State and endeavor to provide reasonable access to as many programs as possible for as many qualified citizens as possible. This effort should involve, when feasible, state-of-the-art technology for distance learning and the development of non-traditional modes for the delivery of courses and programs.

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For reasons of economy and necessity, public expectations for diversity must necessarily narrow when considering graduate education. Master's programs should be initiated and continued only when needs, resources, and institutional mission so dictate. Doctoral programs should be very limited in number and scope. They should not be initiated or continued if resources are inadequate to permit regional and/or national reputations of high quality as determined by appropriate external reviews.

The Board of Regents has the responsibility for coordinating the delivery of public postsecondary education in Montana. Accordingly, the System must set the proper role and scope configuration of programs at each campus, determine statewide educational needs, and provide leadership and support to the several campuses in meeting these needs. The Regents must be mindful of economic limitations and wary of unnecessary duplication.

Assurance of Quality

Through careful and regular review of programs in both vocational-technical and academic areas, the Board of Regents assures high educational standards in all public postsecondary institutions. Further, the Regents seek to provide institutional budgets that are consistent with the maintenance and enhancement of high quality instruction, research, and public service.

In cooperation with secondary schools in Montana, the Montana University System establishes appropriate statewide standards for admission to postsecondary education. Minimum admission standards improve the preparation of college-bound students and provide to students assurances of increased likelihood of success. In addition, through various scholarship programs, the Montana University System seeks to attract outstanding Montana high school students to one of the several campuses.

The Board of Regents, in concert with the several campuses and centers, has the responsibility of providing leadership in helping to attract and retain outstanding faculty, staff, and administrators. This is to be done through improved salaries, better working conditions, and professional development opportunities.

Accountability to the Public

Montana citizens have over the years placed a high priority on public higher education and, therefore, have a right to proper accounting for the

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actions and expenditures of the Montana University System and the postsecondary vocational-technical education centers in the State. Accordingly, the Board of Regents makes public explanations of activities, expenditures, and discharge of responsibilities.

The Regents exercise their responsibility to be accountable in several ways. First, they require that all institutions achieve and maintain accreditation by the Northwest Association of Schools and Colleges. Second, the Montana University System encourages, and in some cases requires, specific program accreditation. Third, the Regents are responsible for monitoring learning accomplishments of students and professional accomplishments of faculty. Finally, the Board of Regents must provide appropriate reports of financial expenditures. The best system of education exists when the greatest possible results are achieved with the most efficient expenditure of the taxpayers' investment. The Regents have committed themselves to this ideal and seek always to provide explanations and assurances to the citizens that their funds are being prudently expended.

Seek Adequate and Stable Funding

Inasmuch as excellent higher education is essential for the cultural, economic, and social well being of Montana, it is imperative that funding for higher learning in Montana be adequate and stable. Consequently, it is an obligation of the Board of Regents to advise the legislative and executive branches on fiscal challenges and opportunities facing higher education. Undeniably, it is a primary responsibility of the Board of Regents to be staunch and committed advocates of adequate educational funding. To that end, the higher education community must stand ready to provide accurate, broadly-based data to be used in the construction of a tax structure for all state purposes. In addition, the Board of Regents has the responsibility of seeking creative funding alternatives to supplement state revenues. These would include but not be limited to institutional partnerships with private businesses and industry, aggressive fund raising efforts from both private and public agencies, and internal reallocations that eliminate unnecessary expenditures and assure funding for programs of high quality, priority, and demand.

Enhancement of Economic, Environmental, and Cultural
Well-Being of Montana

Through its many programs in teaching, research, and public service, postsecondary education has the responsibility of making Montana a better

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place to live. Continuation of the State's economic growth will be increasingly dependent upon its ability to meet the demands of existing commercial enterprises and new industries seeking to locate within its borders. Higher education opportunities for managers, scientists, and technicians must come largely from the colleges, universities, and vocational-technical centers. Moreover, the development of new products can be enhanced through expanded research capabilities within the Montana University System. Low-cost counsel to nascent businesses and assistance in the transfer of technology from laboratory to factory to marketplace are proper obligations of the campuses and vocational-technical centers.

Montana has been blessed with a splendid natural environment -- clean air and water, abundant wildlife, verdant and plentiful forests, spaciousness, and breathtaking beauty. The systems of higher learning in Montana, through educational, research, and service programs, assist in the preservation of this natural environment while encouraging desired economic growth and diversification.

The quality of Montana's human environment rests in large measure on the competence of its teachers, health care providers, public administrators, law enforcement personnel, business leaders, and officers of the judiciary. The Montana University System and postsecondary vocational education enhance this rich human resource through a myriad of educational opportunities for training, retraining, and upgrading.

In addition, the Board of Regents recognizes its responsibility to help improve the educational fortunes of Montana's large Indian population. Measures of this commitment include close cooperation with the tribally-controlled community colleges, Indian student fee waivers, establishment of Native American Study Centers on the campuses, extensive data collection and student tracking; and many other efforts to recruit and retain Indian students.

History:

Item 66-001-R0190, Role and Scope Statements, Montana University System, March 22, 1990.

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Montana University System

Issued: July 18, 1990

Approved: *P. D. Broke*

Montana University System

Role and Scope Statement

The Montana University System is comprised of six colleges and universities bound together for the common purpose of serving the citizens of Montana. The System includes comprehensive research universities, specialty institutions, and smaller colleges closely attuned to regional needs. The State of Montana does not need nor can it support six identical comprehensive institutions of higher learning. Hence, the System is committed to provide reasonable access without unnecessary duplication of programs. Indeed, examination of the six institutions will reveal that they are diverse, shaped by different histories, and designed to meet different needs. This uniqueness is recognized and encouraged.

While the institutions are unique, they function as part of an integrated whole seeking to achieve maximum cooperation and interdependency as directed by the Board of Regents. This cooperation and interdependency is marked by:

- * Sharing of intellectual and material resources;
- * Collaboration among units in teaching, research, and public service;
- * Participation in a common academic core curriculum;
- * Guaranteed acceptance of credits from other institutions in the System;
- * Use of a common academic calendar;
- * Mutual efforts to assure orderly educational changes in response to shifts in society.

Further, all units of the Montana University System have the common and fundamental purpose of developing the intellectual potential and aesthetic awareness of all students, including the skills of inquiry, reasoning, and expression. Through a variety of professional programs, the System seeks to impart essential competencies that students will require for successful careers both now and in the future.

The Montana University System emphasizes undergraduate education through a broad range of Associate and Bachelor's degrees in the arts, humanities, sciences, social sciences, and professional disciplines. In addition, Master's, Specialist, and Doctoral degrees are offered in certain fields. The System is committed to lifelong learning opportunities and continuing education for both degree-seeking, and nondegree-seeking students.

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The Montana University System recognizes the significant relationship of research (including artistic and creative works) to all instructional programs. Accordingly, each campus has a research mission consistent with its defined role and scope. The community of scholars operates in an atmosphere conducive to free inquiry, unfettered exploration of the unknown, and honest examination of hypotheses and accepted bodies of knowledge. Moreover, the System affirms those commonly accepted principles of academic freedom that are hallmarks of U.S. public higher education.

Public service is a natural and desired outgrowth of the instructional and research activities of the System. Each institution offers public services consistent with its specified role and scope, and when adequate expertise exists to assure the quality of the program. In addition, all units in the System serve as cultural centers for their local communities and regions. Through a variety of shows, festivals, performances, and symposia, Montanans are exposed to artistic and cultural developments from around the world.

The entire higher education enterprise is coordinated by the Office of the Commissioner of Higher Education so that the needs of the state can be met efficiently and effectively with a minimum of cost.

Cross Reference:

See Sections 252 through 257 also.

History:

Item 213-003, Policy Statement on Role and Scope, Montana University System, January 26, 1970 (Rescinded); Item 14-005-R1076, Statement of Philosophy, October 29, 1976 (Rescinded); Item 16-001-R0577, July 11, 1977; Role and Scope, June 25, 1979 (Rescinded); Item 66-001-R0190, Role and Scope Statements, Montana University System, March 22, 1990.

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Approved: *P.D. Brooks*

The University of Montana

Nature of the Institution

Since receiving its charter in 1893, the University of Montana has evolved into a comprehensive, doctoral level university with a home campus at Missoula, a separate campus at Dillon, residence centers in numerous locations, and broad responsibilities statewide for on-site and technological delivery of academic programs and services. As a major public university, the University of Montana generates new knowledge through research and creative activities, transmits that knowledge through its instructional programs, and commits its academic resources to the public good through a variety of service activities, including important contributions to Montana's economic development. Excellence is expected in all these areas. Admission, at both the undergraduate and graduate levels, is competitive, under policies endorsed by the Board of Regents of Higher Education.

The University of Montana has been recognized as the center of liberal education in Montana and will be supported in its efforts to perpetuate a rich academic tradition which for decades has constituted a special and unusual asset to Montana and the Rocky Mountain West, and which has given the University its special character within the Montana University System. Consistent with both its heritage and its comprehensive mission, the University of Montana maintains extensive and diverse academic offerings, fostering dialogue between professional schools and academic disciplines, sciences and humanities, theorists and practitioners. Equal emphasis is placed on traditional learning -- through a rigorous general education requirement for all students and through undergraduate and graduate degree offerings in the humanities and the social, behavioral, physical and biological sciences -- and on specialized academic and professional career preparation in the Graduate School and in the schools of Business Administration, Education, Fine Arts, Forestry, Journalism, Pharmacy and Allied Health Sciences, and Law. Through a variety of faculty and student exchanges, research partnerships, diverse offerings in languages and cultures, Mansfield Center programs, and other special efforts, the University has established a unique role in international programming; this special commitment will continue.

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Approved: *P.D. Brooks*

Areas of Emphasis

The University of Montana is assigned exclusive responsibility within the Montana University System for instructional programs in Journalism, Law, Forestry, Pharmacy, Physical Therapy, and Social Work, and currently offers the only graduate degree programs in Accounting, Business Administration and Administrative Sciences. Lead responsibility for graduate offerings in the humanities, the arts, and the social and behavioral sciences will remain a key institutional mission. Appropriate instructional and other academic entities should be combined into a Center for Western Studies. The University shares lead responsibility in the physical and biological sciences and the allied health professions.

The Montana Science and Technology Alliance has sited the Center of Excellence in Biotechnology at the University of Montana which it operates in partnership with Montana State University. The University of Montana also cooperates with Montana State University and Eastern Montana College in the Montana Entrepreneurship Center. In addition to the teaching and scholarly resources within each department and school, the University maintains a number of specialized laboratories, institutes and facilities besides the two just mentioned: Yellow Bay Biological Station, Montana Forest and Conservation Experiment Station, Maureen and Mike Mansfield Center for Public Affairs, Wood Chemistry Laboratory, Bureau of Business and Economic Research, Division of Educational Research and Services, Stella Duncan Memorial Institute, Montana Water Resources Research Center (in cooperation with Montana State University), Geology Field and Research Station at Dillon, Montana University Affiliated Program/Institute for Human Resources in Rural America including Rural Rehabilitation Training Center, Montana Defender Project, Center for Population Research, Wilderness Institute, Telecommunications Center (including KUFM), Montana Repertory Theatre, Bureau of Press and Broadcasting Research, Clinical Psychology Center, Center for Continuing Education and Summer Programs, Cooperative Wildlife Research Unit, Montana Public Policy Research Institute, Institute for Tourism and Recreation, and Speech, Hearing and Language Clinic.

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Approved: *P.D. Brubaker*

Areas of Continuing Development

The University of Montana will maintain its commitment to program diversity through an essential balance between liberal learning and professional preparation. Nonacademic support services, essential to the quality of student life, will remain an institutional priority. The University will continue to respond to the needs of citizens for courses and programs through continuing education, telecommunications, and higher education centers in accord with regental policies; this responsibility is particularly strong in those areas in which the University has been assigned exclusive professional or graduate programmatic responsibility within the system. The University will be encouraged to strengthen its international programming, especially toward the peoples of the Pacific Rim. Programs related to Montana's K-12 educational system, to economic development, and to environmental quality will receive sustained support.

Degree Levels

The University of Montana awards associate, bachelor's, master's, specialist and doctoral degrees, as well as certificates of completion, among its more than fifty undergraduate and more than forty graduate and first-professional disciplines. In addition, it maintains, through its Night School and through a variety of developmental programs, access for nondegree students.

Constituencies Served

Consistent with its status as a major public university, the University of Montana recognizes multiple constituencies, local, national, and international. Its student population will remain cosmopolitan, with large numbers of graduate, international, off-campus, out-of-state, and nontraditional student enrollments. Local students will continue to benefit from the University's developmental and Night School programs, while telecommunications and other continuing education activities will continue to address the increasing demands of a statewide constituency.

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History:

Item 213-003, Policy Statement on Role and Scope, Montana University System, January 26, 1970 (Rescinded); Item 14-005-R1076, Statement of Philosophy, October 29, 1976 (Rescinded); Item 16-001-R0577, July 11, 1977; Role and Scope, June 25, 1979 (Rescinded); Item 66-001-R0190, Role and Scope Statements, Montana University System, March 22, 1990.

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Montana State University

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Approved: *P.D. Broke*

Montana State University

Nature of the Institution

Montana State University is a comprehensive state university and is the land-grant university for the state of Montana. With a student body of approximately 10,000 and a resident faculty of more than 500, it offers a broad range of baccalaureate and graduate degrees and also administers the Montana Agricultural Experiment Station and the Montana Extension Service. Emphasis is placed upon undergraduate and graduate education, upon research of both a basic and an applied nature, and upon professional and public service to the state, region and nation. Undergraduate admission is open to all high school graduates who have met the core curriculum and aptitude standards mandated by the Montana Board of Regents. Montana State University as part of its land grant mission takes an active interest in enhancing the educational and professional opportunities for all protected classes and has a special dedication to developing progressive options for Montana's Native American population.

Areas of Emphasis

Consistent with its character as a land-grant university, Montana State University is the state's exclusive institution in the areas of Agriculture, Architecture, and Home Economics. It is, furthermore, the exclusive institution in the area of Film, sharing responsibility in Television; and is the exclusive institution in Medicine, sharing responsibility for the biological sciences. It is the state's lead institution in the fields of Nursing, non-mining Engineering, Adult/Community and Higher Education, and Technology Education; and it is committed to maintaining its traditional excellence in the physical sciences and in Science-Math Education. Montana State University has been designated by the Montana Science and Technology Alliance as the site for the Center of Excellence in Synthesis and Characterization of Advanced Materials in cooperation with the University of Montana and Montana Tech. Montana State University is also a partner in the Center of Excellence in Biotechnology with the University of Montana and the Montana Entrepreneurship Center with Eastern Montana College and the University of Montana.

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The recent creation of PBS-affiliate television station KUSM, the acquisition of a KU-band satellite uplink, the creation of a statewide telephone-modem access system to the Cat-Link computerized card catalog in Renne Library, and the campus's role in the Kellogg Foundation-funded, multi-state ICLIS (Intermountain Community Learning & Information Services) project - all of these serve to make MSU a focal point of electronic delivery of educational programs within the state.

Among many specialized programs, MSU houses the Area Health Education Center and the WAMI Medical Program; the Bureau of Educational Research and Community Education Center, and the Kellogg Center for Adult Learning Research; the Center for International Education, and various other globally oriented programs; the Engineering Experiment station, the Water Resource Center, the Science-Math Resource Center, the Center for the Synthesis and Characterization of Advanced Materials, the Institute for Process Analysis, and the Rural Technical Assistance Program; the Center for Native American Studies; the Local Government Center; the Museum of the Rockies; and a developing program in Molecular Biology.

Areas of Continuing Development

Montana State University has developed, and will continue to develop a number of other professional and core academic programs. The professional degree programs in Architecture, Business, Education, Engineering and Nursing are fully accredited nationally; and it is a top priority of the university to maintain full national accreditation in each of these professions. In order to maintain the program in Accounting, and to comply with state law, it will be necessary to implement soon a five-year Accountancy program. Similarly, MSU has developed strong baccalaureate programs in the Arts, Humanities, Social Sciences, and Human Development; these are important both as core disciplines in support of the above mentioned professional programs and as degree programs in their own right.

Degree Levels

Montana State University offers 46 degrees at the baccalaureate level, 39 at the masters level, and 14 doctoral degrees.

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Approved: *P. D. Brooks*

Constituencies Served

Montana State University serves both resident students and statewide constituencies, the latter especially through the Extension Service and a multifaceted program of Continuing Education. As a part of its land-grant mission, the university offers a variety of programs in professional and advanced technical education both on and off campus. In addition, the institution serves government agencies, businesses, industries and professions, schools, and many other groups as well, in various ways -- especially through a program of funded research and grants and contracts activity that in Fiscal Year 1989 totalled \$29,000,000.

History:

Item 213-003, Policy Statement on Role and Scope, Montana University System, January 26, 1970 (Rescinded); Item 14-005-R1076, Statement of Philosophy, October 29, 1976 (Rescinded); Item 16-001-R0577, July 11, 1977; Role and Scope, June 25, 1979 (Rescinded); Item 66-001-R0190, Role and Scope Statements, Montana University System, March 22, 1990.

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Eastern Montana College

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Approved: *P. H. Brooks*

Eastern Montana College

Nature of the Institution

Established March 12, 1927, as Eastern Montana State Normal School, with an initial authorization to prepare teachers for the elementary schools, Eastern Montana College has grown into a comprehensive state college. The college was established in response to the expressed needs of eastern Montana since all of the existing institutions of higher education were located in western Montana. Dramatic change has followed its founding and Eastern Montana College has grown, with the city of Billings and Yellowstone County, into the major higher education center serving eastern Montana. The College consists of three academic schools: the School of Arts and Sciences; the School of Business and Economics; and the School of Education. Eastern's institutional character continues to evolve and the College's geographic location presents many challenges and opportunities for innovation in the development and delivery of new academic programs and services designed to address the needs of its rural/urban geographic service area.

Excellence in instruction along with the promotion of the scholarly pursuits of both faculty and students serve as focal points for the institution. The College is committed to the concept and value of lifelong learning, and the continuing education and community services program provides students/participants with the opportunity to learn the latest developments in their fields and to explore newly emerging areas of interest and development. All faculty members are expected to engage in research or creative activity. In addition, the College participates in a number of ongoing state, regional, and national research projects. The majority of the research is applied and relates directly to the College's instructional programs and mission.

Public service is integral to the mission of the College and is conducted in a manner consistent with Eastern's role. The College's two primary public service entities are KEMC Public Radio and the Montana Center for Handicapped Children, a comprehensive education, rehabilitation, and medical/diagnostic center serving Montana's severely and multi-handicapped children and youth.

Areas of Emphasis

Eastern Montana College has placed primary emphasis on curricular development in the areas of undergraduate and graduate teacher education;

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a reasonably full complement of undergraduate degree programs in the liberal arts; and strong undergraduate programs in business and economics. Eastern Montana College has exclusive responsibility for the undergraduate and graduate degree programs in special education, special education supervision, and rehabilitation and rehabilitation counseling. The undergraduate degree in Human Services is also a unique program within the system. Eastern's strong commitment to the handicapped is evidenced by the broad base of academic programs and activities sponsored by the Institute for Habilitative Services and the Montana Center for Handicapped Children.

Through the Urban Institute, the Center for Business Enterprise, and the Montana Entrepreneurship Center (a statewide Center for Excellence designated as a cooperative project along with the University of Montana and Montana State University by the Montana Science and Technology Alliance), Eastern endeavors to respond to the call for research, technical assistance, and support from the major industrial groups comprising most of the economic base for Billings, Yellowstone County and eastern Montana. Through existing programs in special education, rehabilitation and rehabilitation counseling, human services, gerontology, recreation therapy, and music and art therapy, Eastern has attempted to respond to dramatically increasing demands for specialized academic programs related to the needs of the medical and allied health professionals serving the Billings medical community.

Areas of Continuing Development

Eastern Montana College will continue to offer a reasonably broad range of quality, undergraduate programs in the arts and sciences. The institution will continue to provide remedial/developmental offerings to those promising students who evidence a need for developmental work. Eastern will continue its strong commitment to the nonacademic support services so essential to quality campus life for students. The Center for Continuing Education and Community Service will continue to provide a wide variety of professional service courses, workshops, seminars, and conferences; undergraduate and graduate continuing education coursework, as necessary to serve the public schools of the region; and in-service training, courses, and workshops necessary to support the medical and allied health services industries of Billings, Yellowstone County, and Eastern Montana.

Eastern is also encouraged to develop new academic programs to meet the needs of metropolitan Billings including expanded evening and weekend

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programming for nontraditional, working, and part-time students. Responsiveness to the educational needs of the Billings professional community continues to play an essential role in Eastern's development. Academic programs necessary to support the business sector, regional economic development, and the medical and health services industries will continue to be explored.

Pending Board of Regents' action on the nature and type of relationship to be developed between Eastern Montana College and the Billings Vocational-Technical Center, Eastern remains prepared to work on a comprehensive curricular proposal designed to meet the postsecondary education needs of the community and region. When appropriate, Eastern will work to establish and maintain inter-institutional relationships with other units of the Montana University System to promote public service and research efforts to help meet the societal, governmental, industrial, and continuing education needs of its urban area. Eastern continues to be very interested in and supportive of the development of an external degree program designed to enhance student access to higher education in Montana.

Degree Levels

Eastern Montana College offers special and pre-professional programs and awards degrees at the associate, bachelor's, and master's degree levels. Eastern also offers several post masters (nondegree) supervisor endorsement programs in Elementary Curriculum, Reading K-12, and Special Education K-12. In 1988, the Board of Regents authorized the offering of the Billings MBA program by the University of Montana.

Constituencies Served by EMC

Eastern Montana College serves local, state, and regional constituencies. Undergraduate and graduate programs serving a statewide and regional constituency include special education, rehabilitation and rehabilitation counseling, human services, and teacher education. Northern Wyoming is a major provider of students and consumer of Eastern graduates in teacher education, rehabilitation, special education, and human services. The College also serves government agencies, educational institutions, industries, businesses and professions through programs of continuing education and community services, research, and technical assistance, educational computing, economic development, and entrepreneurship.

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History:

Item 213-003, Policy Statement on Role and Scope, Montana University System, January 26, 1970 (Rescinded); Item 14-005-R1076, Statement of Philosophy, October 29, 1976 (Rescinded); Item 16-001-R0577, July 11, 1977; Role and Scope, June 25, 1979 (Rescinded); Item 66-001-R0190, Role and Scope Statements, Montana University System, March 22, 1990.

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Western Montana College of
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Western Montana College of the University of Montana

Nature of the Institution

Western Montana College of the University of Montana is a rural four-year college located in the southwestern Montana town of Dillon. Established in 1893 as the state's normal school, Western's primary focus has always been teacher education. Accordingly, excellence in undergraduate instruction, derived from close student-faculty relationship, is focal while public service and research activities contribute to the broader mission of the institution. July of 1988 ushered in a new era of evolving cooperative relationships between Western and the University of Montana, as the two institutions were merged administratively. Western functions as a separately accredited, independently budgeted branch campus of the University.

Areas of Emphasis

Western's leadership role in delivering instruction and research in teacher education encompasses on- and off-campus components, which impact both baccalaureate-level students and a much wider range of Montanans. Educating teachers for service to Montana's and the nation's smaller schools in rural areas is a particular mission of the campus. Research in rural education and outreach to the rural community are vital extensions of this role. A unique vision of the content and sequence of experiences for the pre-service teacher provides enriching off-campus contact for students throughout their academic lives. Extensive continuing education offerings are directed toward career development of in-service teachers.

Areas of Continuing Development

A number of associate degree programs in the arts, sciences, business, and education serve as vehicles for student diversification and transferability to other institutions of higher education. These programs also assist area students requiring retraining or more immediate entry into the work place. Particularly noteworthy are newly initiated programs in early

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childhood education and tourism/recreation. Institutional commitment, coupled with federal Title III funds, has resulted in implementation of developmental education offerings for those students entering college underprepared in various academic areas.

Degree Levels

Western offers degrees at the associate and bachelor's degree levels and participates in a master's degree in education offered by the University of Montana.

Constituencies Served

Activities of Western Montana College of the University of Montana are derived from and dedicated to Montana's people. The college provides services to southwestern Montana as well as the entire state, especially the rural sector. Traditional and nontraditional students are integral to current activities and in the college's future. Service to educators in the state is primary, but small businesses and other commercial and governmental concerns have recently benefited from outreach efforts.

History:

Item 213-003, Policy Statement on Role and Scope, Montana University System, January 26, 1970 (Rescinded); Item 14-005-R1076, Statement of Philosophy, October 29, 1976 (Rescinded); Item 16-001-R0577, July 11, 1977; Role and Scope, June 25, 1979; Item 38-601-R0183, Role and Scope Western Montana College, June 1, 1983 (Rescinded); Item 66-001-R0190, Role and Scope Statements, Montana University System, March 22, 1990.

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Northern Montana College

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Northern Montana College

Nature of the Institution

Northern Montana College is a member of the Montana University System and primarily fills a regional responsibility. It is located in north central Montana with the main campus located in Havre. The institution was established by the 13th Montana Legislative Session and instruction began on September 24, 1929.

Northern Montana College is a unique institution where technical, professional, and liberal education are emphasized. Curricula are designed to promote understanding of the linkages among liberal arts, technology, and the professions. The College provides an academic environment that fosters critical inquiry, professional and technical competency, and social responsibility, and encourages students and faculty in the unencumbered pursuit of knowledge and free exchange of ideas. Students actively participate in critical analysis, develop effective communication skills, and explore the creative processes. The College offers balanced programs that prepare students for their individual career goals and for life-long learning. The College recognizes that preparation in the humanities, the social sciences, and the natural sciences is the foundation of life-long learning. The College is a statewide resource for the public, providing applied technology programs, cultural resources, and continuing education programs.

Programmatic Emphasis

Northern Montana College provides quality undergraduate and graduate education leading to associate, baccalaureate and master's degrees.

The College has a unique emphasis with programs in applied technologies that fills the needs between vocational training and the engineering sciences. Associate and baccalaureate degree programs are designed to develop student competencies in vocations and professions. Technical programs are designed to enhance productivity and promote economic development through practical application of technology, product innovation, and transfer of technology to business, government, and industry. A foundation of general education augmented by requirements in mathematics, computers, and sciences strengthens the critical thinking and communication skills of technology students.

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Professional teacher education programs at Northern Montana College prepare students to be competent and productive educators to serve the needs of the region. The curricula provide undergraduate instruction leading to bachelor's degrees and graduate instruction leading to master's degrees with preparation offered in various areas of specialization and teaching fields. Graduate and fifth-year programs are also available to serve teachers who want to strengthen their competencies while working toward professional level teaching certificates. The College maintains a statewide mission in vocational teacher preparation through baccalaureate and master's degree programs in vocational and technical teacher education. Elementary, secondary and vocational teachers who have successfully completed one of the bachelor's degree programs in education are recommended to the state Office of Public Instruction for teaching certificates and endorsements.

Baccalaureate programs in Business focus on several areas. Business technology programs prepare students in the application of business management skills. Special emphasis is placed on the linkages between business and technology programs to reflect the ever-changing needs of prospective employers. Emphasis is also placed on the importance of computers in business/technology linkages. Business education programs prepare teachers to meet the needs of middle and secondary schools. Associate degree programs in business administration and secretarial technology provide opportunities to gain entry level employment. Associate and baccalaureate programs are linked so that students may pursue educational opportunities as they choose.

Associate and baccalaureate nursing programs have developed curricula and clinical experience which reflect current health care knowledge bases and technologies with special considerations for the needs of rural Montana. The baccalaureate nursing program validates nursing competencies so that diploma and associate degree graduates may obtain a baccalaureate education without course repetition. Both programs are accredited by the National League for Nursing.

The liberal arts curricula provide the foundation in writing, critical thinking, mathematics, science, and social science which historically have been at the center of academic studies. Further, the liberal arts curricula are essential to the ongoing efforts of the institution to strengthen the general education requirements of all students in all degree programs. The liberal arts curricula provide general education courses in the humanities, fine arts, languages, social sciences, mathematics, and in the sciences; provide teacher education majors and minors in the primary disciplines of the humanities, social sciences, mathematics and the sciences; and offer degrees in Interdisciplinary Studies in a variety of fields.

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Continuing Development

Northern Montana College will continue to develop linkages, cooperative education experiences, and partnerships with business and industry to ensure that program standards meet future employer expectations. Such linkages and partnerships are also intended to develop the mutual support from business and industry to enhance program viability through material and financial contributions. The College will continue to expand its applied research and customized training programs to meet the needs of the industry. Partnerships with public schools will continue to assure that the College maintains joint leadership in school and teacher education. The College's summer school program will continue to emphasize courses, programs, and workshops that provide public school personnel opportunities to upgrade their skills and abilities and to earn professional certificates and additional teaching endorsements.

Outreach and distance education technology will become an important emphasis. Northern Montana College currently operates an outreach program in the Great Falls area. With the continuing demand statewide for increased access to higher education, the College will acquire and develop the expertise and technology necessary to fully utilize telecommunications technology to help meet the educational needs of rural areas.

The College will continue to develop a program to measure and certify prior knowledge, skills and understandings gained by the experiences of students prior to entering the College so that students will not have to repeat coursework already learned. The College will continue to expand its public service role through continuing education programs, cultural programming, and participation in economic development. Advances in technology require increased emphasis on programs which transfer benefits to business, industry, and others the College serves.

The College will continue to seek the highest accreditation for the programs offered and will continue to develop adequate library resources and pursue avenues for capital improvement to enhance the learning environment.

Degree Levels

Northern Montana College offers degrees at the associate, bachelors and masters levels appropriate to its mission.

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Constituencies Served

Northern Montana College serves local, state, and international constituencies. These constituencies include students with traditional educational goals, students seeking specific knowledge or skills for personal or employment purposes, and graduate students seeking the master's degree. In addition, Northern Montana College provides service to local and state businesses, government agencies, nonprofit organizations, and individuals. The residents of the Hi-Line have come to expect an array of cultural and entertainment events hosted or produced by Northern Montana College.

History:

Item 213-003, Policy Statement on Role and Scope, Montana University System, January 26, 1970 (Rescinded); Item 14-005-R1076, Statement of Philosophy, October 29, 1976 (Rescinded); Item 16-001-R0577, July 11, 1977; Role and Scope, June 25, 1979 (Rescinded); Item 66-001-R0190, Role and Scope Statements, Montana University System, March 22, 1990 (Rescinded); Item 78-801-R0193, Role and Scope Statement, Northern Montana College, January 22, 1993.

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Montana College of Mineral
Science and Technology

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Approved: *P.D. Brooker*

Montana College of Mineral Science and Technology (Montana Tech)

Nature of the Institution

Montana Tech is a specialty institution with its primary mission devoted to graduate and undergraduate education and research in minerals, energy and the attendant areas of science, technology and economic development. Located within the historic mining community of Butte, the College also provides essential educational service to the local community through a comprehensive array of transfer programs as well as degree offerings in engineering, business development and in the natural and applied sciences. Admission to the College is determined by the universal admissions criteria established by the Montana Board of Regents of Higher Education.

Areas of Emphasis

Montana Tech is the only institution of higher learning in North America to offer a fully comprehensive array of degree programs in the areas of minerals, energy, safety and environment. In addition to fundamental research in a wide variety of disciplines, the Montana Tech faculty, along with the professional staff of the Montana Bureau of Mines and Geology (a Department of the College) conducts a rigorous and productive applied research program focused on problem solving in the minerals, energy and materials processing industries. The U.S. Bureau of Mines supports the Montana Mining and Minerals Research Institute on campus while the state has designated the College as Montana's Center for Minerals and Energy Research. As a consequence of a commitment to environmental concerns and a long history of service to the State of Montana and to the nation, the College has been designated as the state's Center of Excellence in Hazardous Substances and Materials Processing by the Montana Science and Technology Alliance. Efficient and timely application of technology to all aspects of the extractive industries is a theme which recurs throughout all academic and research programs at the College.

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Areas of Continuing Development

Consistent with the increasing sophistication and technical complexity of the mining and materials processing industries, the College's original mining curriculum has subsequently evolved into separate, specialized curricula designed to prepare students for service in the complex categories of raw materials production, natural resource utilization and materials science. This process has led to the establishment of bachelor's and master's degrees in engineering science as well as degree programs in environmental, geological, geophysical, metallurgical, minerals processing, mining and petroleum engineering. In addition, bachelor's programs are now offered in geochemistry, metallurgy, mathematics, computer science, occupational safety and health and in the earth sciences, with emphasis on the traditional geosciences as well as hydrogeology and mineral economics. Added program development in key areas of the materials sciences, treatment of hazardous substances, applications of computer engineering and polymer and composite materials are currently under way. Development of 2-year technology-focused programs jointly with the Butte Vocational Technical Center will add critically needed trained technologists for the region's evolving industrial environment. The overall quality of the collegiate environment is continuing to develop through an enhanced co-curricular program and an increasingly well integrated array of responsive student services.

Degree Levels

Montana Tech offers degrees at the associate, bachelor's and master's degree levels. A joint master's degree in geochemistry has been established with the University of Montana and Montana State University as well as a cooperative master's offering in environmental engineering with Montana State University. Together, the faculty of the College and the Montana Bureau of Mines and Geology constitute the largest concentration of trained professionals in the earth sciences in the Pacific Northwest.

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Constituencies Served

Montana Tech serves local, regional and international constituencies. The student population of the College is derived from throughout the state, the nation and around the world with a corresponding alumni base that has always been international in scope. Traditional industries in the area of mining, minerals and petroleum seek Montana Tech graduates for employment in positions on every continent while forward looking firms in all technology intensive areas increasingly look to Montana Tech for appropriately trained professionals in the information sciences as well as in the engineering and natural sciences. Local businesses have intensified their application of Tech's programs in business and information systems technology for in-house training, thereby reaffirming the College's commitment to serve the local community. Non-traditional students constitute a steadily increasing component of the College's student population, leading to an enhanced program of evening classes and the recent establishment of a day-care center. Montana Tech has established a responsive approach to curriculum development, areas of applied research and community service that is closely linked to local, regional and national economic development. As changing economic circumstances give rise to new constituencies, the College will respond with revised and relevant instructional programs, timely research applications and new commitments to service at all levels.

History:

Item 213-003, Policy Statement on Role and Scope, Montana University System, January 26, 1970 (Rescinded); Item 14-005-R1076, Statement of Philosophy, October 29, 1976 (Rescinded); Item 16-001-R0577, July 11, 1977; Role and Scope, June 25, 1979 (Rescinded); Item 66-001-R0190, Role and Scope Statements, Montana University System, March 22, 1990.

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Glossary

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Role and Scope Glossary

Program

A Program is defined as any coherent sequence of courses leading to an option, track or emphasis within a degree; an Associate Degree; Minor or Major (Bachelor's Degree); Master's; Specialist; and/or Doctoral Degree.

Exclusive Responsibility

Exclusive responsibility means that an institution has sole responsibility for development and maintenance of a program of study. An exclusive program is the only one in the State authorized to grant a degree in the particular area of study. The assignment of exclusive responsibility to an institution for a particular field of study does not foreclose other institutions from having limited instruction in that field of study. However, such limited instruction must be confined to a few courses offered to meet identified student needs.

Lead Responsibility

When an institution is assigned lead responsibility for a program of study, the program is to be considered one of special emphasis within the institution. Further, a lead program should assume statewide leadership in course delivery, research, and public service. Other institutions may offer courses and, in some cases, degrees in a field of study where the lead designation has been assigned elsewhere. However, programs without lead status are more confined in scope such that the array of courses, levels of degree (associate, bachelor's, master's, doctoral), research emphasis, statewide role, and public service efforts are to be less than that found at the lead institution. Duplication of lead programs and lead status should rarely occur.

Continuing Development

Continuing development of a program means that an institution is permitted to continue to offer courses and degrees in a

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particular program of study. The program has neither an exclusive nor lead designation and exists to meet the needs of students attending the institution. It is important to add, however, that a program slated for continuing development, if it is to be viable, must be permitted to change and develop as resources become available.

History:

Item 66-001-R0190, Role and Scope Statements, Montana University System, March 22, 1990.

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Billings Vocational-Technical
Center

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Billings Vocational-Technical Center

Nature of the Institution

The Billings Vocational-Technical Center, a postsecondary education institution located in one of Montana's two major metropolitan areas, is one of five campuses of the Montana System for Postsecondary Vocational-Technical Education. The primary role of the Center is to provide individuals preparing to enter, advance, or change their careers with vocational and technical competencies and life skills. Students at the Center acquire technological competencies or upgrading competencies through curriculum that is validated by business and industry on a regular basis. Instruction and community service are designed to meet the present and emerging occupational needs of the local community, state, region, and nation.

Areas of Emphasis

The Billings Vocational-Technical Center provides occupationally specific and related instruction to meet a diversity of employment needs. The curriculum develops graduates with technological competencies and related academic competencies in the areas of communications, computation, and human relations. When appropriate, safety and industry environmental awareness courses are provided. Graduates become employees with added value to employers through acquisition of occupational competencies and the ability to learn, communicate, work independently or as a team member, and to accept change within the workplace.

Twenty certificates are awarded from the Center's nine instructional programs. Within the state system the vocational-technical programs that are unique to the Billings Center are:

- Computer Aided Drafting
- Heating, Ventilating, Air Conditioning
Technology
- Major Appliance Repair

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Areas of Continuing Development

The Billings Vocational-Technical Center will continue to offer occupationally specific and related instruction opportunities on campus as well as through distance-learning methods to prepare or retrain individuals to meet the demands of present and future technology.

The Center will participate in the process of developing collaborative relationships with other postsecondary institutions, public and private, to provide beneficial and accessible educational opportunities and to ensure the most effective and responsible use of resources.

Degree Levels

The Billings Vocational-Technical Center offers certificates of completion and/or Associate of Applied Sciences degrees, as appropriate, to students meeting the exit criteria of occupational training programs not exceeding two academic years.

Constituencies Served

The Billings Vocational-Technical Center gives particular emphasis in occupational training to individuals, business, labor, government, and human resource agencies. The Center provides open admission for residents of Montana.

History:

Item 66-7001-R0190, Role and Scope Statements for the Vocational-Technical Centers, March 22, 1990.

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Section: 260 Role and Scope,
Butte Vocational-Technical
Center

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Approved: *P. D. B...*

Butte Vocational-Technical Center

Nature of the Institution

The Butte Vocational-Technical Center is a postsecondary non-residential educational institution providing occupational training that is responsive to the present and future needs of the residents of Silver Bow County, its contiguous area, and the state of Montana. The Center also offers adult and continuing education courses to provide additional service to the community.

Areas of Emphasis

The Butte Vocational-Technical Center provides both core related education and occupationally-specific instruction to meet a variety of employment needs within its service area. In addition to the core curriculum in applied mathematics, communications, human relations, cooperative work experience, and microcomputer literacy, the Center offers eleven principal programs of study with eleven options within those programs. The principal programs of study are in the areas of business and office occupations, health occupations, technical occupations, and trades and industrial occupations. The Civil Engineering Technology program is unique to the Butte Center within the system of five centers in the state.

Areas of Continuing Development

The Butte Vocational-Technical Center will continue to offer occupationally-specific and related instruction to prepare students for technological employment. The Center will continue to meet immediate and short-term training needs of industry and business within its major service area as well as to offer courses of instruction that meet continuing and stable market demands for technologically skilled workers. The Center will continue to participate in the process of developing collaborative relationships with other Centers and postsecondary institutions to provide better educational opportunities for Montana citizens and to ensure the most effective and responsible use of resources.

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Butte Vocational-Technical
Center

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Approved: *P. D. Brink*

Degree Levels

The Butte Vocational-Technical Center offers certificates of completion and/or Associate of Applied Science degrees, as appropriate, leading to employment in a business or job recognized by industry.

Constituencies Served

The Butte Vocational-Technical Center provides open admission for residents of Montana. Non-residents of Montana may be admitted provided they do not displace Montana residents.

History:

Item 66-7001-R0190, Role and Scope Statements for the Vocational-Technical Centers, March 22, 1990.

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Effective: Mar. 22, 1990

Section: 261 Role and Scope,
Great Falls Vocational-
Technical Center

Issued: July 18, 1990

Approved: *P. D. Brady*

Great Falls Vocational-Technical Center

Nature of the Institution

The Great Falls Vocational-Technical Center is a postsecondary education institution providing employment training and upgrading in vocational and technical fields to one of Montana's two major metropolitan areas. Instruction and community service are designed to meet present and emerging local, state, regional and national occupational needs.

Areas of Emphasis

The Great Falls Vocational-Technical Center provides occupationally specific and related instruction to meet a diversity of employment needs. The related education core curriculum includes courses in communication, computation and human relations and, when appropriate, safety, industrial safety and environmental awareness. Academic skill building laboratories to support technical training programs offer individualized learning opportunities in reading, language, mathematics and study skills. Twenty-two programs are offered in three occupational specialty areas of health, business, and trades and industry. Within the State's five-center system, the vocational-technical offerings that are unique to the Great Falls Center are:

- Child Care Specialist
- Dental Assistant
- Emergency Medical Technician/Paramedic
- Occupational Therapy Assistant
- Respiratory Therapist
- Dental Receptionist
- Medical Office Assistant
- Jewelry, Watch, and Microprecision Repair.

Areas of Continuing Development

The Great Falls Vocational-Technical Center will continue to offer occupationally specific and related instruction opportunities on campus as well as through distance-learning methods to prepare or retrain individuals to meet the demands of present and future technology. The Center will participate in the process of developing collaborative relationships with other postsecondary institutions, public and private, to provide beneficial and accessible educational opportunities and to ensure the most effective and responsible use of resources.

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Issued: July 18, 1990

Approved: *P.D. Braker*

Degree Levels

The Great Falls Vocational-Technical Center awards certificates of completion and Associate of Applied Science degrees, as appropriate, to students who successfully meet exit criteria of the occupational training program in which they are enrolled.

Constituencies Served

The Great Falls Vocational-Technical Center gives particular emphasis to technical and occupational training for individuals, business, labor, military, government, and human resource agencies. The Center provides open admission for residents of Montana and members of the United States Armed Forces who are assigned in Montana, their spouses, and dependent children.

History:

Item 66-7001-R0190, Role and Scope Statements for the Vocational-Technical Centers, March 22, 1990.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Mar. 22, 1990

Section: 262 Role and Scope,
Helena Vocational-Technical
Center

Issued: July 18, 1990

Approved: *P. D. Mohr*

Helena Vocational-Technical Center

Nature of the Institution

The Helena Vocational-Technical Center is a postsecondary technical institute offering the highest quality programs possible within the limits of space, personnel, and finances. Since its conception in 1939, the Center has grown from a two program department to over sixteen programs. During this past year it served over 1,300 students.

All programs are occupationally specific in nature of no more than two years in length. The curriculum is industry validated and taught in a work-like environment.

Areas of Emphasis

High quality instruction is offered in office education, trades and industry, technical, and health occupations. The mission of the programs is to provide pre-employment vocational and technical education in specified skills, retrain for employment, upgrade the employed, and community service. Each of the program areas offers a general education core to include human relations, communications, job preparation, and related mathematics. All these are relevant and comprehensive programs meeting the needs of industry for Montana and the greater region. The curricula are designed to meet the personal needs of each student to gain the knowledge and skills needed to be effective, useful members of a changing society.

Programs unique to the Helena Center are:

- Carpentry
- Truck-Diesel Mechanics
- Airframe and Powerplant Technology

The two divisions offering a majority of the programs are office and trade and industrial education.

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Effective: Mar. 22, 1990

Section: 262 Role and Scope,
Helena Vocational-Technical
Center

Issued: July 18, 1990

Approved: *P.D. Brink*

Areas of Continuing Development

The Helena Vocational-Technical Center will continue to offer general education and related instruction to prepare students for technological employment. The Helena Vocational-Technical Center will continue to meet immediate and short-term training needs of industry and business within its major service area as well as to offer courses of instruction that meet continuing and stable market demands for technologically skilled workers. The programs range from one to two years in length. The school is fully accredited by Northwest Association of Schools and Colleges.

Degree Levels

The Helena Vocational-Technical Center offers certificates of completion and/or Associate of Applied Science degrees, as appropriate, leading to employment in a business or job recognized by industry.

Constituencies Served

The Helena Vocational-Technical Center provides open admission for residents of Montana who need to acquire competencies to enter the work force, upgrade existing skills, or prepare for a career change. Located in the capital city, the Helena Vocational-Technical Center places emphasis on working with state, federal, and military agencies for upgrading and re-training of their employees. As a result, the Center enrolls a mature student population and an increased number of part-time people.

History:

Item 66-7001-R0190, Role and Scope Statements for the Vocational-Technical Centers, March 22, 1990.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Mar. 22, 1990

Section: 263 Role and Scope,
Missoula Vocational-Technical
Center

Issued: July 18, 1990

Approved: *P. J. Brink*

Missoula Vocational-Technical Center

Nature of the Institution

Missoula Vocational-Technical Center started small with the conviction that Montana people deserved a chance at the specialized jobs opening up as the region expanded. Deserving a chance meant acquiring proper training, preferably in the Missoula community. This training had roots in existing Missoula County High School District programs. In 1960 the District established a practical nursing training program, one of the first postsecondary, full-time occupational programs offered through a high school in Montana. Between 1960 and 1966 federal funding became available for additional full-time programs. Although these and the Practical Nursing program were operated by the District, they had little formal identity; they did not constitute a school. In 1966 Missoula County High School trustees, administrators, teachers, students, and a dedicated core of interested business people collected facts and developed them into the proposal, presenting to the State Superintendent the need for a vocational-technical school in Missoula. The State Superintendent accepted the Missoula County High School District proposal, and on October 18, 1966 authorized a Missoula area vocational-technical school. In 1967 the Missoula County High School District Board of Trustees approved the establishment of the Center. The Missoula Vocational-Technical Center is now a two-year postsecondary, nonresidential educational institution providing opportunities in vocational and technical education.

Vocational-technical education is a major factor in the growth, welfare, and economy of the local, state, regional, and national community. It is unique in that its frame of reference must be in occupational terms and dimensions. The needs of the individual, industry, and the community are considered when providing vocational-technical education opportunities and services. The Center offers instruction and services to meet present and emerging local, state, regional, and national occupational needs expressed by individuals, business, industry, and the community.

Students, instructors, administrators, and staff at the Center recognize the dignity and worth of the individual and believe that postsecondary education should be available to all who can benefit from it; that the Center should provide for students a period of intensive learning in a stimulating environment, and that vocational-technical education should be a rewarding experience that fosters the growth and well-being of all members of the community it serves.

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Missoula Vocational-
Technical Center

Issued: July 18, 1990

Approved: *P. D. Brooks*

The Missoula Vocational Technical Center impacts both the social and economic structure of Missoula and the state. The social impact relates to the provision of vocational-technical education opportunities to a population that has need for the education. The satisfaction of this need reduces the potential of having to provide other societal services and enhances the participants' abilities to be contributors to the Missoula and state social and economic efforts. Further economic benefit is realized when employers receive needed employees from Center training programs. The opportunity to fill jobs with productive employees enhances an existing employer's business and also attracts potential employers.

Areas of Emphasis

The Missoula Vocational-Technical Center provides related and occupationally specific instruction to meet a diversity of employment needs. Related instruction includes courses in communication, computation, human relations, and science.

Occupationally-specific instruction is offered in the program areas of agriculture, business, computer and information sciences, engineering-related technologies, health, home economics, law, protective services and public affairs, and trade and industrial as identified by the Classification of Instructional Programs. Offerings that are unique to the Missoula Vocational-Technical Center are:

- Commercial Truck Operation
- Fashion Merchandising
- Retail Merchandising
- Legal Assisting
- Microcomputing Systems and Applications
- Medical Reception
- Heavy Equipment Mechanics
- Heavy Equipment Operation
- Surgical Technology

Emphasis will be given to providing a variety of vocational-technical education opportunities rather than depth in any one program area. A variety of opportunities will better serve the demographic nature of Missoula, the surrounding area, and the state.

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Effective: Mar. 22, 1990

Section: 263 Role and Scope,
Missoula Vocational-
Technical Center

Issued: July 18, 1990

Approved: *P. D. Bruck*

Areas of Continuing Development

The Missoula Vocational-Technical Center will continue to offer related and occupationally-specific instruction to prepare students for employment. It will continue to offer short-term programs and courses to satisfy immediate training needs of business and industry, as well as programs and courses which meet continuing and expanding employment demands. The Missoula Vocational-Technical Center will continue to participate in the process of developing relationships with other institutions to provide better educational opportunities and ensure the most effective and responsible use of resources.

Degree Levels

The Missoula Vocational-Technical Center awards certificates of completion and, with the approval of the Board of Regents of Higher Education, will award the Associate of Applied Science degree for appropriate programs.

Constituencies Served

The Missoula Vocational-Technical Center provides open admission for those desiring to participate in vocational-technical education programs designed to prepare individuals to enter into employment, advance within their present employment, or prepare for a career change. In many cases, the population served is place bound with no opportunity to leave Missoula for educational endeavors. In addition, the Center serves the businesses and industries of Missoula County, its contiguous area, the state of Montana, and the northwest region of the United States.

History:

Item 66-7001-R0190, Role and Scope Statements for the Vocational-Technical Centers, March 22, 1990.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: May 6, 1988

Section: 271.1 Technical Committees;
Vocational Technical Education

Issued: July 8, 1988

Approved: *PC Durbin*

Statutory Authority:

Public Law 98-524

Board policy:

1. The Commissioner of Higher Education is authorized to appoint technical committees for the purpose of advising the Board of Regents and its staff on matters relating to vocational-technical education.

Procedures:

1. Initial committees shall be established in the following areas:

- a. Mining and minerals
- b. Agriculture
- c. Forestry and lumbering
- d. Tourism
- e. Health care

2. The committees shall be established for one year terms.

3. The Commissioner shall consult with the State Council on Vocational Education before appointments are made.

4. Committees may be continued beyond the initial term and new committees may be established as necessary by the Commissioner of Higher Education.

History:

Item 59-7001-R0588; Technical Committees Vocational Technical Education, May 6, 1988.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 1, 1987

Section: 272 Sole state agency

Issued: August 7, 1987

Approved: 

Statutory authority:

Chapter 658, Montana Session Laws, 1987, House Bill 39.

Section 2. Sole state agency for federal vocational education requirements.

(1) The board of regents is the sole state agency for purposes of the 1984 federal Carl D. Perkins Vocational Education Act, as may be amended, which requires a state participating in programs under that act to designate a state board or agency as the sole state agency responsible for administration or supervision of the administration of those programs.

(2) The board of regents shall contract with the superintendent of public instruction for the administration and supervision of K-12 vocational education programs, services, and activities allowed by the 1984 federal Carl D. Perkins vocational education act, as may be amended, and in concert with the state plan for vocational education required by the federal act. The board of regents may contract with other agencies for the administration and supervision of other vocational education programs, services, and activities that receive funding allowed by the 1984 federal Carl D. Perkins Vocational Education Act, as may be amended.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 1, 1987

Section: 273 Vocational technical centers;
Local advisory boards

Issued: August 7, 1987

Approved: *PCJensen*

Statutory authority:

Chapter 658, Montana Session Laws 1987, House Bill 39.

Section 3. Local advisory boards. The board of trustees of a school district in which a vocational-technical center is located shall appoint a local advisory board, composed of at least five residents of the county where the center is located, to act in an advisory capacity to the center and the board of regents.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 1, 1987

Section: 274 Vocational Technical Education;
Deputy Commissioner; duties and
responsibilities

Issued: August 7, 1987

Approved: *PC Jensen*

Statutory authority:

Chapter 658, Montana Session Laws, 1987, House Bill 39.

Section 4. Duties of the deputy commissioner of vocational-technical center education. The deputy commissioner of vocational-technical center education shall, under the rules and policies of the board of regents:

- (1) be the chief administrative officer for the board of regents for the administration of its vocational-technical center rules and policies;
- (2) employ, within the limits of any legislative appropriation and with the confirmation of the board of regents, the staff necessary for the state supervision and administration of the board's vocational-technical center rules and policies;
- (3) provide supervisory and consultative assistance to centers;
- (4) report the status of vocational-technical center education in Montana when requested by the board of regents; and
- (5) perform any other duties assigned by the board of regents.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 1, 1987

Section: 275 Vocational Technical Education
Center administration

Issued: August 7, 1987

Approved: *PC Janka*

Statutory authority:

Chapter 658, Montana Session Laws 1987, House Bill 39.

Section 15. Local administration of vocational-technical center.

(1) Subject to the requirements of the laws of the state of Montana and the policies and rules of the board of regents, the director of a vocational-technical center has administrative and supervisory control of the center and shall:

(a) employ personnel for the vocational-technical center according to the policies and rules of the board of regents;

(b) develop and submit a recommended budget for the vocational-technical center;

(c) collect student tuition and fees;

(d) recommend to the board of regents:

(i) proposals regarding vocational-technical center programs, budgets, student services, and public service activities; and

(ii) campus development and program plans for individual vocational-technical center buildings;

(e) manage buildings at the vocational-technical center;

(f) receive and administer gifts and bequests to the vocational-technical center according to a written plan submitted to the board of regents; and

(g) perform any other duties not inconsistent with law and required by the board of regents.

(2) The director of a vocational-technical center may not enter into any contract that in any way creates a debt or obligation upon the state for the improvement or construction of vocational-technical center buildings.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: July 1, 1987

Section: 276 Vocational Technical Education;
Center designation

Issued: August 7, 1987

Approved: *P. C. Trunka*

Statutory authority:

Chapter 658, Montana Session Laws, 1987, House Bill 39.

Section 14. Vocational-technical center designation.

(1) Vocational-technical centers shall be designated by the board of regents upon direction of the legislature.

(2) The board of regents shall recognize the postsecondary vocational-technical centers designated ... in school district number 1 of Silver Bow County, high school district number 1 of Lewis and Clark County, high school district "A" of Cascade County, Missoula County high school, and high school district number 2 of Yellowstone County.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Dec. 14, 1989

Section: 277 Merger; Montana University
System, Montana Vocational-
Technical System

Issued: July 18, 1990

Approved: *P.D. Brooks*

Statutory Provisions:

Under the Constitution, the governance and control of the Montana University System is vested in the Board of Regents of Higher Education which has full power, responsibility, and authority to supervise, coordinate, manage and control the Montana University System. Further, the Board of Regents has authority to supervise and coordinate other public educational institutions assigned by law.

Board Policy:

Specific cooperative agreements and/or consolidations/mergers as might be forged where feasible between the vocational-technical centers and/or appropriate university units should be developed to enhance educational programs and to gain economies and efficiencies in providing services common to those specific institutions. Relationships between institutions which are affiliative in nature are addressed under a separate policy.

Definitions:

1. Merger is the fusion or absorption of one institution into another with the result that the merged institution ceases to have an independent existence. A merged institution may retain, at the discretion of the Regents, certain elements of the unique role and mission which characterized it prior to merger.
2. Administrative merger in higher education means the sharing of a president and other administrative personnel between two institutions. The integrity of both merged institutions' purposes and support functions is maintained.

Considerations:

The following considerations should guide discussion and action with regard to the subject of merger of educational institutions:

1. Similarity and/or compatibility of role, scope, and mission between two institutions;
2. Potential for unification of academic and student support services (e.g., computer systems, library resources, placement and financial aid services);

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Dec. 14, 1989

Section: 277 Merger; Montana University
System, Montana Vocational-
Technical System

Issued: July 18, 1990

Approved: *P.D. Brooks*

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3. Existence of clear indication that one institution could enhance, strengthen, and/or stabilize the academic programs and services of another institution;
 4. Potential for greater efficiency in the utilization of financial and human resources through development of joint financial and records-keeping systems, etc.;
 5. Desirability to broaden public access to higher education through expanded locations at which an institution's programs may be delivered;
 6. Geographic proximity of the two institutions;
 7. Analysis of impact of merger on:
 - a. instructional programs
 - b. student access
 - c. facilities utilization
 - d. administrative and other institutional support services
 - e. existing staff
 - f. fiscal matters
 - g. legal issues
 8. Other considerations which may be deemed appropriate to address.

Procedures:

1. The Board of Regents shall determine when sufficient reason exists for the formal exploration of merger or administrative merger between institutions and shall, through formal board action, direct the Commissioner of Higher Education to initiate a study.
2. For purposes of specifically addressing each of the considerations listed above, the Commissioner shall appoint a study team comprised of individuals from each institution, including (but not limited to):

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- a. the chief executive officer;
 - b. the chief academic officer;
 - c. the chief fiscal officer;
 - d. student services personnel
 - e. faculty
 - f. member, Board of Regents (*ex officio*)
3. The Commissioner shall serve as chairman of the study team and shall direct its activities. Subcommittees may be established as necessary to address specific details of the study.
 4. The study team shall develop a merger plan with specific time-lines identified and shall return the plan to the Board of Regents in a timely manner.
 5. Upon action by the Board of Regents after consideration of the concluded study, it shall be the responsibility of the Commissioner to implement the directives of the Board relative to merger between institutions.

History:

Item 65-001-R1189, Merger, Montana University System, Montana Vocational-Technical System, December 14, 1989.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Jan. 26, 1990

Section: 278 Vocational-Technical System;
Program deactivation and closure

Issued: July 18, 1990

Approved: *P. D. Broke*

Board Policy:

1. A vocational-technical center may deactivate a program to allow for program review, to deal with a temporary shortage of faculty or facilities, in response to declining student enrollment, or for other reasons. Program deactivation or reactivation shall be reported to the Deputy Commissioner for Vocational-Technical Education. After a three-year period, a program must be either reactivated or closed. If the center chooses to close the program and not reactivate, then the center must follow the procedure for program closure.
2. Board of Regents' authorization is required for vocational-technical program closure. If in the past a vocational-technical program has been closed without Board of Regents' approval, the program remains in closed status and may only be reinstated or implemented through the new program approval process.

Procedures:

1. A vocational-technical center may deactivate a program by suspending new student enrollment and submitting a notification to the Deputy Commissioner for Vocational-Technical Education. The notification shall include:
 - a. the approved program title and degree or certificate, as appropriate;
 - b. the effective date of program deactivation and the effective date of the deactivation period;
 - c. a brief description of the reasons for the deactivation of the program; and
 - d. a brief statement of the provisions made for currently enrolled students.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Jan. 26, 1990

Section: 278 Vocational-Technical System;
Program deactivation and closure

Issued: July 18, 1990

Approved: *P.D. Brock*

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2. A vocational-technical center may request authorization for program closure by submitting a proposal for program closure to the Deputy Commissioner for Vocational-Technical Education who will formulate recommendations to the Commissioner and the Board of Regents through the Curriculum Committee of the Board. The proposal for program closure shall include:
- a. the date after which no new students will be admitted into the program (or, in the case of a deactivated program, the date of last student completion of the program);
 - b. a list of the courses to be closed and the date of expiration;
 - c. reasons for closure; and
 - d. provisions made for currently enrolled students, if any.

Closed programs may not be reopened but may be resubmitted for new program approval, provided that no resubmission may be made sooner than three (3) years after closure.

History:

Item 66-7002-R1289, Program Deactivation and Closure:
Vocational-Technical System, January 26, 1990.

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Jan. 26, 1990

Section: 279 Vocational-Technical System;
Program approval and revision

Issued: July 18, 1990

Approved: *P. D. Brooks*

Board Policy:

1. Board of Regents approval is required prior to the announcement or implementation of any new postsecondary vocational-technical program leading to the awarding of a certificate of completion or an Associate of Applied Science degree. Programs must be implemented within three years after the approval date. Programs not implemented within three years will be closed to admission and dropped from approved status by the Office of the Commissioner of Higher Education. Such programs may be resubmitted under new program approval procedures.
2. Prior approval by the Deputy Commissioner for Vocational-Technical Education is required for substantive revision of any existing approved postsecondary vocational-technical program that would result in any of the following changes:
 - a. program title;
 - b. length of program (weeks or semesters);
 - c. credit and/or contact hours of program;
 - d. addition or deletion of courses within the program;
 - e. program objectives;
 - f. additions, deletions or modifications to options or exit points; and/or
 - g. Associate of Applied Science degree program into a certificate program.

Program revisions which seek to change a program from a certificate to an Associate of Applied Science degree must seek new program approval.

Program revisions which are limited entirely to editorial changes to course descriptions need not be submitted.

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Effective: Jan. 26, 1990

Section: 279 Vocational-Technical System;
Program approval and revision

Issued: July 18, 1990

Approved: *P.D. Brink*

Procedures:

1. As soon as practical upon determination by the chief academic officer that development of a new vocational-technical program is desirable, a request for preliminary approval for further program development shall be submitted to the Deputy Commissioner for Vocational-Technical Education. A list of programs by institution for which approval to proceed with development has been granted, will be provided to the Board of Regents at the next regularly scheduled meeting.
2. If approval to proceed is given by the Office of the Commissioner of Higher Education, an institution may continue with substantial program development. Requests for approval of new programs should be submitted for approval by the Board of Regents in accordance with annually published deadlines provided by the Commissioner's Office.
3. All proposals for new programs shall be submitted to the Deputy Commissioner for Vocational-Technical Education who will formulate recommendations to the Commissioner and the Board of Regents through the Academic Affairs Committee of the Board.
4. Proposals for new programs shall be submitted in an application that includes the following information:
 - a. Proposed program descriptors, including:
 - i. program name and certificate or degree title;
 - ii. length of the program in weeks or semesters;
 - iii. total contact and credit hours of the program;
 - iv. proposed implementation date.
 - b. Curriculum, including:
 - i. program purpose and objectives stated as occupational competencies;

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Program approval and revision

Issued: July 18, 1990

Approved: *P.D. Brake*

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- ii. proposed curriculum with courses (number and title), course sequence, course descriptions, weekly lecture and laboratory hours, total contact and credit hours for all courses.
- c. Program development documentation, including:
- i. needs assessment results and conclusions, indicating work force demands and employment opportunities as well as job titles with Occupational Employment Statistics (OES) codes;
 - ii. student data, including potential sources of students, projected enrollment, program majors for the first two years of program operation, and the anticipated annual number of graduates once the program is fully implemented;
 - iii. coordination with other appropriate work force training sources and articulation with public secondary schools and other higher education institutions;
 - iv. advisory committee members, including names, titles and firms, and minutes of all meetings conducted for the planning of the program;
 - v. description of the extent of private sector participation in the planning and delivery of industry-specific technical training, including cooperative on-site educational programs, employer contributions of equipment and facilities, worker training time, or financial resources;
 - vi. implications of the addition of the proposed program or its supporting courses in other programs which would contribute to the new program of study; and
 - vii. initial resources needed, including existing and additional faculty, facilities, equipment, and affiliating agencies (if applicable). Projected program start-up costs shall be presented for the initial year and the biennium, including personnel, operating expenses, and capital outlay.

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Program approval and revision

Issued: July 18, 1990

Approved: *P.D. Brooks*

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5. A copy of each new program application shall be forwarded to the chief academic officers of the university units, the public community colleges, and the other vocational-technical centers at the time it is sent to the Deputy Commissioner for Vocational-Technical Education. An informational copy of the program application shall also be sent to the chief academic officers of the tribal colleges.

Definitions:

1. Articulation is a planned process linking educational institutions and experiences to assist students in making a smooth transition from one level of vocational-technical education to another without experiencing delays or duplication of learning.
2. Associate of Applied Science degree programs are designed for immediate employment and/or career development. They are generally technical or paraprofessional in nature and should be identified with a specialty designation. There must be an orderly, identified sequence of courses designed to meet specific occupational competencies and outcomes. In general, Associate of Applied Science degree programs are designed to be 60 to 72 semester credit hours in length.
3. Certificate programs are designed for entry level employment, a specialty within an occupational area, and/or upgrading skills and knowledge within an occupation. Certificate programs may be free-standing or serve as exit points within degree programs. Certificate programs are usually designed to be 45 to 60 semester credit hours in length.
4. Competency-based Education is designed to teach job-related clusters of skills and knowledge, the mastery of which forms the basis upon which the student is evaluated. Such program shall possess the following characteristics:
 - a. involvement of business and industry in the determination of the job competencies and the expected performance levels required for successful employment within a defined job or cluster of jobs;

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SUBJECT: GOVERNANCE AND ORGANIZATION

Effective: Jan. 26, 1990

Section: 279 Vocational-Technical System;
Program approval and revision

Issued: July 18, 1990

Approved: *P.D. Braker*

-
- b. course descriptions which reflect occupational competencies;
 - c. a course sequence which allows the mastery of competencies which lead to the satisfactory performance of all identified job competencies.
- 5. Cooperative Education is a method of instruction which allows the student to experience guided training in the work environment in order to accomplish established learning objectives as outlined in a formal plan developed by center staff in coordination with the sponsoring firm and the student.
 - 6. Exit points are specified points in the sequence of courses for a technical or occupational program at which a student may exit the program, receive a certificate, and possess the competencies required for employment in an identified occupation.
 - 7. Occupational Employment Statistics (OES) Codes are five-digit identifiers for approximately 700 occupational clusters which comprise a coding system designed by the U.S. Bureau of Labor Statistics and are used in generating occupational projections and industry staffing patterns.
 - 8. Options are emphases within programs which reflect the training required for specific occupations within a broad career field and result in the same award. Options must share a common core of courses (e.g. A.A.S. degree in Office Administration with options in Executive, Medical, and Legal).

History:

Item 66-7001-R1289, Program Approval and Revision: Vocational-Technical System, January 26, 1990.

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ACADEMIC
AFFAIRS

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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SUBJECT: ACADEMIC AFFAIRS

Effective: Oct. 11, 1999

Section: 300 Index

Issued: Oct. 11, 1999

Approved: *E. Dale*

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SUBJECT: ACADEMIC AFFAIRS

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SUBJECT: ACADEMIC AFFAIRS

Effective: Jan. 28, 1999

Section: 301 Admission Requirements;
General Policies

Issued: Feb. 25, 1999

Approved: *E. Dale*

Board policy:

1. This policy does not apply to Colleges of Technology and Community Colleges.
2. Campuses will adhere to the non-discrimination policy contained in Section 703 of the Policy and Procedures Manual.
3. Campuses may establish a cut-off date for the submission of complete credentials for admission, and any applicant who does not submit a complete application by that date may be required to delay entrance until a subsequent semester.
4. The requirement of high school graduation may also be satisfied by:
 - a. A High School Equivalency Diploma based on the G.E.D. (General Educational Development) examination; or
 - b. Satisfactory performance on either the ACT (American College Testing program) Asset or COMPASS examinations, for students who complete their secondary education through home schooling or at unaccredited secondary schools,
 - c. Standards for "satisfactory performance" on the ACT examinations shall be recommended by the admitting institution and approved by the Board of Regents. These scores shall not fall below scores which the U. S. Department of Education has published through the Federal Register as indicative of a student's "ability-to-benefit" from post-secondary education.
5. Campuses may establish procedures for the admission and simultaneous attendance of students in high school and a campus of the Montana University System, and admission of non-high school graduates prior to the time their high school class has graduated. Such admission shall be highly selective and shall be confined to students who present evidence of high ability and achievement and maturity to do college work. Such admission shall be based on providing educational opportunities that are not available in the high school setting. Such procedures must include the requirement that the high school principal or counselor approve participation of a student in the college program.
6. Campuses may establish procedures for the admission of applicants who do not meet the minimum requirements set forth in these regulations. Such procedures shall include submission of evidence of the ability to do college-level work and shall be subject to approval of the Commissioner of Higher Education.
7. Campuses may establish the category of special or non-degree student. This category will allow admission for the purpose of taking a limited number of credits without the complete documentation required in a regular application for admission.

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General Policies

Issued: Feb. 25, 1999

Approved: *E. Dale*

8. Students in credit continuing education courses must meet the same admission requirements and academic standards as students in regular academic courses.

9. Falsification or willful suppression by a student of any information called for on an application for admission may be grounds for cancellation of admission.

10. Any campus may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the campus, presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, the campus may, among other things, take into account the individual's history and experience relative (a) to violence and destructive tendencies, (b) to behavior on other college campuses, and (c) to any rehabilitative therapy the individual may have undergone. A decision to utilize the authority conferred by this paragraph shall be communicated to the individual in writing. Each campus shall have a procedure by which such decisions may be appealed.

11. a. All foreign students, except those qualifying for an exemption under part c. below, entering any institution of the Montana University System must show a physician-validated immunization record for measles, rubella, diphtheria, tetanus, and skin testing for tuberculosis. This evidence must be presented before a student is permitted to register.

b. All non-foreign students, except those qualifying for an exemption under part c. below, entering any institution of the Montana University System born after December 31, 1956, must show proof of immunization on or after their first birthday and after December 31, 1967, against measles and rubella. Immunization may be shown by the record of a physician, health agency or a school. Immunization against measles can also be shown by a physician's record of diagnosis of the disease. Such evidence must be presented before a student is permitted to register.

c. i) Medical exemption. A person qualifies for a medical exemption when the person files a bona fide statement signed by a physician licensed to practice medicine within the United States verifying that the physical condition of the person seeking to attend school makes the required immunization unsafe and indicating the specific nature and probable duration of the condition. The exemption shall not extend beyond the period of the condition which contraindicates immunization.

ii) Religious exemption. A person qualifies for a religious exemption when the person files a notarized affidavit on an approved form that immunization is contrary to the religious tenets and practices of the signer.

12. All first-time entering first-year, traditional undergraduate students (those who enter college within three years of high school graduation or within three years from the date when they would have graduated from high school) will be required to take the ACT (American College Testing program) or SAT (Scholastic Aptitude Testing program) and submit the results to the institution.

13. First-time, first-year undergraduate students will be required to have completed the college preparatory program now recommended in Board Policy 301.7 effective fall quarter/semester 1990.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Jan. 28, 1999

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General Policies

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Approved: *E. Dale*

14. Minimum entrance requirements in addition to the college preparatory program also effective for the fall quarter/semester 1990 are identified in Board Policy 301.1 (in-state students) and in Policy 301.2 (out-of-state students).

15. The Commissioner's Office will establish a procedure for monitoring performance of all students based on: ACT or SAT score, high school GPA, age, high school standing and course of study.

History:

Board action April 1, 1929 (rescinded); Item 18-002-R1077, Admission Requirements: General Policies; Montana University System, October 28, 1977 as revised April 13, 1984, May 3, 1985, December 1986, December 16, 1988, September 14, 1989, March 22, 1990, April 26, 1990, November 20, 1997, and January 28, 1999.

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PAGE: 301A (1 of 3)

SUBJECT: ACADEMIC AFFAIRS

Effective: Sept. 14, 1989

Section: 301A Admission Requirements;
General Policies

Issued: Apr. 12, 1990

Approved: *P. J. Brooks*

Board policy:

1. Units will adhere to the non-discrimination policy contained in Section 703 of the Policy and Procedures Manual.

2. Units may establish a cut-off date for the submission of complete credentials for admission, and any applicant who does not submit a complete application by that date may be required to delay entrance until a subsequent quarter or semester.

3. The High School Equivalency Certificate based on the G.E.D. (General Educational Development) examination may not be used to satisfy the requirement of high school graduation until after the student's high school class has graduated.

4. Beginning in the Fall of 1990, students completing the High School Equivalency Certificate based on the G.E.D. (General Education Development) examination will be admitted as "Conditional Freshmen." Conditional Freshmen must complete a prescribed program of study during the first semester of enrollment. The prescribed program of study must be similar among institutions and approved by the Board of Regents. Conditional Freshmen who complete the prescribed courses without being placed on probation are to be removed from conditional status and be considered regular students in the subsequent semester.

5. Units may establish procedures for the admission and simultaneous attendance of students in high school and a unit of the Montana University System, and admission of non-high school graduates prior to the time their high school class has graduated. Such admission shall be highly selective and shall be confined to students who present evidence of high ability and achievement and maturity to do college work. Such admission shall be based on providing educational opportunities that are not available in the high school setting. Such procedures must include the requirement that the high school principal or counselor approve participation of a student in the college program.

6. Units may establish procedures for the admission of applicants who do not meet the minimum requirements set forth in these regulations. Such procedures shall include submission of

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SUBJECT: ACADEMIC AFFAIRS

Effective: Sept. 14, 1989

Section: 301A Admission Requirements:
General Policies

Issued: Apr. 12, 1990

Approved: *P. J. Brink*

evidence of the ability to do college-level work and shall be subject to approval of the Commissioner of Higher Education.

7. Units may establish the category of special or non-degree student. This category will allow admission for the purpose of taking a limited number of credits without the complete documentation required in a regular application for admission.

8. Students in credit continuing education courses must meet the same admission requirements and academic standards as students in regular academic courses.

9. Falsification or willful suppression by a student of any information called for on an application for admission may be grounds for cancellation of admission.

10. Any unit may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the unit, presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, the unit may, among other things, take into account the individual's history and experience relative (a) to violence and destructive tendencies, (b) to behavior on other college campuses, and (c) to any rehabilitative therapy the individual may have undergone. A decision to utilize the authority conferred by this paragraph shall be communicated to the individual in writing. Each unit shall have a procedure by which such decisions may be appealed.

11. a. All foreign students, except those qualifying for an exemption under part c. below, entering any institution of the Montana University System must show a physician-validated immunization record for measles, rubella, diphtheria, tetanus, and skin testing for tuberculosis. This evidence must be presented before a student is permitted to register.

b. All non-foreign students, except those qualifying for an exemption under part c. below, entering any institution of the Montana University System born after December 31, 1956, must show proof of immunization on or after their first birthday and after December 31, 1967, against measles and rubella. Immunization may be shown by the record of a physician, health agency or a school.

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Section: 301A Admissions Requirements:
General Policies

Issued: Apr. 12, 1990

Approved: *P.D. Brooks*

Immunization against measles can also be shown by by a physician's record of diagnosis of the disease. Such evidence must be presented before a student is permitted to register.

c. i) Medical exemption. A person qualifies for a medical exemption when the person files a bona fide statement signed by a physician licensed to practice medicine within the United States verifying that the physical condition of the person seeking to attend school makes the required immunization unsafe and indicating the specific nature and probable duration of the condition. The exemption shall not extend beyond the period of the condition which contraindicates immunization.

ii) Religious exemption. A person qualifies for a religious exemption when the person files a notarized affidavit on an approved form that immunization is contrary to the religious tenets and practices of the signer.

12. All first-time entering first-year undergraduates students will be required to take the ACT (American College Testing program) or SAT (Scholastic Aptitude Testing program) and submit the results to the institution.

13. First-time first-year undergraduate students will be required to have completed the college preparatory program now recommended in Board Policy 301.7A effective fall quarter/semester 1990.

14. Minimum entrance requirements in addition to the college preparatory program also effective for the fall quarter/semester 1990 are identified in Board Policy 301.1A (in-state students) and in Policy 301.2A (out-of-state students).

15. The Commissioner's Office will establish a procedure for monitoring performance of all students based on: ACT or SAT score, high school GPA, age, high school standing and course of study.

History:

Board action April 1, 1929 (rescinded); Item 18-002-R1077, Admission Requirements: General Policies; Montana University System, October 28, 1977 as revised April 13, 1984, May 3, 1985, December 1986, December 16, 1988, September 14, 1989, and March 22, 1990.

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PAGE: 301.1 (1 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1995

Section: 301.1

Admission Requirements;
In-State Undergraduates;
Montana University System

Issued: August 11, 1995

Approved: *E. Wheat*

Board policy:

1. A graduate of any Montana high school which is accredited by the Board of Public Education may enter any four-year unit of the Montana University System as a first-time, full-time undergraduate student, provided the graduate meets the College Preparatory Program outlined in Section 301.7 and at least one of the following requirements:

- a.(1) has obtained a score of at least 20 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 960 on the total verbal/math exam of the Scholastic Aptitude Test (SAT), for admission to Montana State University-Northern and Western Montana College of The University of Montana,
- (2) has obtained a score of at least 22 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 1030 on the total verbal/math exam of the Scholastic Aptitude Test (SAT), for admission to Montana State University-Billings, Montana Tech of The University of Montana, Montana State University-Bozeman, and The University of Montana-Missoula. The colleges identified in 1.a.(1) above may request permission from the Board of Regents to raise the Enhanced (Composite) American College Testing (ACT) test score or the Scholastic Aptitude Test (SAT) total verbal/math exam score to those specified for The University of Montana-Missoula, Montana State University-Bozeman, Montana State University-Billings, and Montana Tech of The University of Montana,

or

- b. has obtained at least a 2.5 high school grade point average (GPA),

or

- c. ranks in the upper half of the school's graduating class.

2. A Montana resident who is a graduate of an out-of-state high school which is accredited by the state accrediting agency may enter any unit of the Montana University System as a first-time, full-time undergraduate student provided the student meets at least one of the requirements in 1 above.

3. The following categories of students are exempt from the requirements in Sections 1 and 2 above:

- a. non-traditional students (those who do not enter college for a period of at least three years from the date of high school graduation or from the date when they would have graduated from high school),
- b. summer only students, and
- c. part-time students taking seven or fewer college-level semester credits.

4. Institutions are authorized to exempt up to 15% of first-time, full-time undergraduates for students with special talents, minorities and others who demonstrate special needs.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1995

Section: 301.1

Admission Requirements;
In-State Undergraduates;
Montana University System

Issued: August 11, 1995

Approved: *E. Wheat*

5. An in-state transfer applicant must meet the criteria for "good academic standing," as defined by the receiving institution.

6. Nothing herein shall guarantee any person entry into any four-year unit of the Montana University System nor shall this policy be construed to restrict any unit from establishing procedures to comply with any enrollment limitations adopted by the Board of Regents.

Definitions:

1. In-state transfer means a Montana resident who has completed 12 or more GPA or Pass credits in college-level courses at another college or university, who is entering a new institution for the first time, and whose credits at the previous institution have been accepted by the receiving institution.

2. For the purpose of this section, *GPA* and *Pass credits* mean those college-level credits for which grade points apply toward graduation.

3. For the purpose of this section, *college-level work* means those courses that are applicable toward an associate of arts, associate of science or baccalaureate degree at their respective institution. Such courses shall include neither remedial nor developmental courses.

Cross Reference:

See Section 301.7, College Preparatory Program.

History:

Board of Education ex officio Regents of University of Montana, February 7, 1952 (Rescinded); Item 18-003-R1077, Admission Requirements: In-state Undergraduates; Montana University System, October 28, 1977, (Board of Regents Minutes) May 5-6, 1988, May 5, 1989, September 14, 1989, March 22, 1990, December 13, 1990, March 22, 1991, September 14, 1992, May 3, 1993, and May 4, 1995.

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PAGE: 301.2 (1 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1995

Section: 301.2

Admission Requirements;
Out-of-State Undergraduates;
Montana University System

Issued: August 11, 1995

Approved: *E. Wheat*

Board policy:

1. The units of the Montana University System are authorized to control the number of out-of-state first-time and transfer students.

2. An out-of-state graduate of an out-of-state high school which is accredited by the state accrediting agency may enter any four-year unit of the Montana University System as a first-time, full-time undergraduate student, provided the graduate meets the College Preparatory Program outlined in Section 301.7 and at least one of the following requirements:

- a. (1) has obtained a score of at least 20 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 960 on the total verbal/math exam of the Scholastic Aptitude Test (SAT), for admission to Montana State University-Northern and Western Montana College of the University of Montana,
- (2) has obtained a score of at least 22 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 1030 on the total verbal/math exam of the Scholastic Aptitude Test (SAT), for admission to Montana State University-Billings, Montana Tech of The University of Montana, Montana State University-Bozeman, and The University of Montana-Missoula. The colleges identified in 2.a.(1) above may request permission from the Board of Regents to raise the Enhanced (Composite) American College Testing (ACT) test score or the Scholastic Aptitude Test (SAT) total verbal/math exam score to those specified for The University of Montana-Missoula, Montana State University-Bozeman, Montana Tech of The University of Montana, and Montana State University-Billings,

OR

- b. has obtained at least a 2.5 high school grade point average (GPA), or
 - c. ranks in the upper half of the school's graduating class.
3. The following categories of students are exempt from the requirements in Section 2 above:
- a. non-traditional students (those who do not enter college for a period of at least three years from the date of high school graduation or from the date when they would have graduated from high school),
 - b. summer only students, and
 - c. part-time students taking seven or fewer college-level semester credits.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1995

Section: 301.2

Admission Requirements;
Out-of-State Undergraduates;
Montana University System

Issued: August 11, 1995

Approved: *E. Wheat*

4. Institutions are authorized to exempt up to 15% of first-time, full-time undergraduates for students with special talents, minorities and others who demonstrate special needs.

5. After an out-of-state student has been admitted to a unit of the Montana University System, there shall be no differentiation between in-state and out-of-state students as far as enrollment in courses and programs is concerned.

6. Out-of-state transfer applicants must present at least a 2.0 cumulative grade point average (i.e., equivalent to a "C" on a 4.0 scale), based on transferable credits carried from all colleges or universities previously attended to be eligible for consideration.

7. In addition to satisfying the above requirements, units shall require applicants from foreign countries (excluding Canadian citizens) to present evidence of proficiency in the use of the English language. Units may impose additional requirements on applicants from foreign countries.

Definitions: ~-

1. An out-of-state transfer applicant is one who has completed 12 or more GPA or Pass credits in college-level courses at another college or university, who is entering a new institution for the first time, and whose credits at the previous institution have been accepted by the receiving institution.

2. For the purpose of this section, *GPA* and *Pass credits* mean those college-level credits for which grade points apply toward graduation.

3. For the purpose of this section, *college-level work* means those courses that are applicable toward an associate of arts, associate of science or baccalaureate degree at their respective institution. Such courses shall include neither remedial nor developmental courses.

Cross Reference:

See Section 301.7, College Preparatory Program.

History:

Item 183-004, State Board of Education ex officio Regents of University of Montana, August 13, 1963 (Rescinded); Item 18-004-R1077, Admission Requirements: Out-of-State Undergraduates; Montana University System, October 28, 1977; (Board of Regents Minutes) May 5-6, 1988, May 5, 1989, September 14, 1989, March 22, 1990, May 3, 1993, and May 4, 1995.

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PAGE: 301.1A (1 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: Fall, 1990

Section: 301.1A Admission Requirements:
In-State Undergraduates;
Montana University System

Issued: Apr. 12, 1990

Approved: *P. L. Brooks*

Board policy:

1. A graduate of any Montana high school which is accredited by the Board of Public Education may enter any 4 year unit of the Montana University System as a first-time, full-time undergraduate student, provided the graduate meets the College Preparatory Program outlined in Section 301.7A and at least one of the following requirements:

a. has obtained a score of at least 20 on the American College Testing (ACT) test or at least 800 on the Scholastic Aptitude Test (SAT), or

b. has obtained at least a 2.5 high school grade point average (GPA), or

c. ranks in the upper half of the school's graduating class.

2. A Montana resident who is a graduate of an out-of-state high school which is accredited by the state accrediting agency may enter any unit of the Montana University System as a first-time, full-time undergraduate student provided the students meets at least one of the requirements in 1 above.

3. The following categories of students are exempt from the requirements in Sections 1 and 2 above:

- a. non-traditional students (those who do not enter college for a period of at least three years from the date of high school graduation or from the date when they would have graduated from high school),
- b. summer only students,
- c. extended degree students, and
- d. part-time students taking fewer than twelve hours.

4. Institutions are authorized to exempt up to 15% of first-time, full-time undergraduates for students with special talents, minorities and others who demonstrate special needs.

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PAGE: 301.1A (2 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: Fall, 1990

Section: 301.1A Admission Requirements:
In-State Undergraduates;
Montana University System

Issued: Apr. 12, 1990

Approved: *P. D. Brooks*

5. An in-state transfer applicant must be in good academic standing (not on probation) in the originating institution.

Definitions:

1. In-state transfer means a Montana resident who has attempted 12 or more GPA credits at another college or university, who is entering a new institution for the first time, and whose credits at the previous institution have been accepted by the receiving institution.

Cross Reference:

See Section 301.7A, College Preparatory Program.

History:

Board of Education ex officio Regents of University of Montana, February 7, 1952 (Rescinded); Item 18-003-R1077, Admission Requirements: In-state Undergraduates; Montana University System, October 28, 1977 and Board of Regents Minutes May 5-6, 1988, and May 5, 1989, September 14, 1989, and March 22, 1990.

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Policy and Procedures Manual

PAGE: 301.2 (1 of 3)

SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1994

Section: 301.2 Admission Requirements;
Out-of-State Undergraduates;
Montana University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Board policy:

1. The units of the Montana University System are authorized to control the number of out-of-state first-time and transfer students.

2. An out-of-state graduate of an out-of-state high school which is accredited by the state accrediting agency may enter any four-year unit of the Montana University System as a first-time, full-time undergraduate student, provided the graduate meets the College Preparatory Program outlined in Section 301.7 and at least one of the following requirements:

- a. (1) has obtained a score of at least 20 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 840 on the total verbal/math exam of the Scholastic Aptitude Test (SAT), for admission to Northern Montana College and Western Montana College of the University of Montana,
- (2) has obtained a score of at least 22 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 920 on the total verbal/math exam of the Scholastic Aptitude Test (SAT), for admission to Eastern Montana College, Montana College of Mineral Science and Technology, Montana State University, and University of Montana. The colleges identified in 2.a.(1) above may request permission from the Board of Regents to raise the Enhanced (Composite) American College Testing (ACT) test score or the Scholastic Aptitude Test (SAT) total verbal/math exam score to those specified for University of Montana, Montana State University, and Montana College of Mineral Science and Technology, and Eastern Montana College,

OR

b. has obtained at least a 2.5 high school grade point average (GPA), or

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SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1994

Section: 301.2 Admission Requirements;
Out-of-State Undergraduates;
Montana University System

Issued: Nov. 11, 1993

Approved: *EWheat*

c. ranks in the upper half of the school's graduating class.

3. The following categories of students are exempt from the requirements in Section 2 above:

- a. non-traditional students (those who do not enter college for a period of at least three years from the date of high school graduation or from the date when they would have graduated from high school),
- b. summer only students, and
- c. part-time students taking seven or fewer college-level semester credits.

4. Institutions are authorized to exempt up to 15% of first-time, full-time undergraduates for students with special talents, minorities and others who demonstrate special needs.

5. After an out-of-state student has been admitted to a unit of the Montana University System, there shall be no differentiation between in-state and out-of-state students as far as enrollment in courses and programs is concerned.

6. Out-of-state transfer applicants must present at least a 2.0 cumulative grade point average (i.e., equivalent to a "C" on a 4.0 scale), based on transferable credits carried from all colleges or universities previously attended to be eligible for consideration.

7. In addition to satisfying the above requirements, units shall require applicants from foreign countries (excluding Canadian citizens) to present evidence of proficiency in the use of the English language. Units may impose additional requirements on applicants from foreign countries.

Definitions:

1. An out-of-state transfer applicant is one who has completed 12 or more GPA or Pass credits in college-level courses at another college or university, who is entering a new institution for the first time, and whose credits at the previous institution have been accepted by the receiving institution.

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Approved: *E. Wheat*

2. For the purpose of this section, *GPA* and *Pass credits* mean those college-level credits for which grade points apply toward graduation.

3. For the purpose of this section, *college-level work* means those courses that are applicable toward an associate of arts, associate of science or baccalaureate degree at their respective institution. Such courses shall include neither remedial nor developmental courses.

Cross Reference:

See Section 301.7, College Preparatory Program.

History:

Item 183-004, State Board of Education ex officio Regents of University of Montana, August 13, 1963 (Rescinded); Item 18-004-R1077, Admission Requirements: Out-of-State Undergraduates; Montana University System, October 28, 1977; (Board of Regents Minutes) May 5-6, 1988, May 5, 1989, September 14, 1989, March 22, 1990, and May 3, 1993.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1990

Section: 301.2A Admission Requirements:
Out-of-State Undergraduates;
Montana University System

Issued: May 15, 1989

Approved: *P. J. Burke*

Board policy:

1. The units of the Montana University System are authorized to control the number of out-of-state first-time and transfer students.

2. An out-of-state graduate of an out-of-state high school which is accredited by the state accrediting agency may enter any 4 year unit of the Montana University System as a first-time, full-time undergraduate student, provided the graduate meets the College Preparatory Program outlined in Section 301.7A and at least one of the following requirements:

a. has obtained a score of at least 18 on the American College Testing (ACT) test or at least 800 on the Scholastic Aptitude Test (SAT), or

b. has obtained at least a 2.5 high school grade point average (GPA), or

c. ranks in the upper half of the school's graduating class.

3. The following categories of students are exempt from the requirements in Section 2 above:

- a. non-traditional students (21 years of age or older),
- b. summer only students,
- c. post-baccalaureate students,
- d. extended degree students, and
- e. part-time students taking fewer than twelve hours.

4. Institutions are authorized to exempt up to 15% of first-time, full-time undergraduates for students with special talents, minorities and others who demonstrate special needs.

5. After an out-of-state student has been admitted to a unit of the Montana University System, there shall be no differentiation between in-state and out-of-state students as far as enrollment in courses and programs is concerned.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1990

Section: 301.2A Admission Requirements:
Out-of-State Undergraduates;
Montana University System

Issued: May 15, 1989

Approved: *P. J. Mohr*

6. Out-of-state transfer applicants must present at least a 2.0/4.0 (C) cumulative grade point average based on transferable credits carried from all colleges or universities previously attended to be eligible for consideration.

7. In addition to satisfying the above requirements, units shall require applicants from foreign countries (excluding Canadian citizens) to present evidence of proficiency in the use of the English language. Units may impose additional requirements on applicants from foreign countries.

8. Children of alumni of any unit of the Montana University System shall be treated as in-state students for purposes of admission. Their status for purposes of fees shall be determined by Section 940.1, Residency policy, of the Policy and Procedures Manual.

Definitions:

1. An out-of-state transfer applicant is one who has attempted credits equivalent to one or more quarters/semesters of full-time attendance.

2. An alumnus means a person who has attended any unit of the Montana University System as a full-time student for a minimum of one quarter or semester, or the equivalent in part-time attendance, for the purposes of this policy.

Cross Reference:

See Section 301.7A, College Preparatory Program.

History:

Item 183-004, State Board of Education ex officio Regents of University of Montana, August 13, 1963 (Rescinded); Item 18-004-R1077, Admission Requirements: Out-of-State Undergraduates; Montana University System, October 28, 1977; Board of Regents Minutes May 5-6, 1988, and May 5, 1989.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1990

Section: 301.2A Admission Requirements:
Out-of-State Undergraduates;
Montana University System

Issued: July 8, 1988

Approved: 

Board policy:

1. The units of the Montana University System are authorized to control the number of out-of-state students.
2. An out-of-state graduate of an out-of-state high school which is accredited by the state accrediting agency may enter any unit of the Montana University System as a first-time, full-time undergraduate student, provided the graduate meets at least one of the following requirements:
 - a. has obtained a score of at least 18 on the American College Testing (ACT) test or at least 800 on the Scholastic Aptitude Test (SAT), or
 - b. has obtained at least a 2.5 high school grade point average (GPA), or
 - c. ranks in the upper half of the school's graduating class.
3. After an out-of-state student has been admitted to a unit of the Montana University System, there shall be no differentiation between in-state and out-of-state students as far as enrollment in courses and programs is concerned.
4. Out-of-state transfer applicants must present at least a 2.0/4.0 (C) cumulative grade point average based on transferable credits carried from all colleges or universities previously attended to be eligible for consideration.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1990

Section: 301.2A Admission Requirements:
Out-of-State Undergraduates;
Montana University System

Issued: July 8, 1988

Approved: *P. C. Tundak*

5. In addition to satisfying the above requirements, units shall require applicants from foreign countries (excluding Canadian citizens) to present evidence of proficiency in the use of the English language. Units may impose additional requirements on applicants from foreign countries.

6. Children of alumni of any unit of the Montana University System shall be treated as in-state students for purposes of admission. Their status for purposes of fees shall be determined by Section 940.1, Residency policy, of the Policy and Procedures Manual.

Definitions:

1. An out-of-state transfer applicant is one who has attempted credits equivalent to one or more quarters/semesters of full-time attendance.

2. An alumnus means a person who has attended any unit of the Montana University System as a full-time student for a minimum of one quarter or semester, or the equivalent in part-time attendance, for the purposes of this policy.

History:

Item 183-004, State Board of Education ex officio Regents of University of Montana, August 13, 1963 (Rescinded); Item 18-004-R1077, Admission Requirements: Out-of-State Undergraduates; Montana University System, October 28, 1977 and Board of Regents Minutes May 5-6, 1988.

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PAGE: 301.3 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: July 11, 1977

Section: 301.3 Admission requirements,
graduate students

Issued: July 12, 1977

Approved: *P.C. Dunham*

Board policy:

The Graduate Record Examination, or an equivalent examination appropriate to a professional field, is mandatory for all entering graduate students and the cost of the examination shall be borne by the individual.

History:

Item 165-215 adopted by the State Board of Education ex officio Regents of the University of Montana, March 17, 1958, (rescinded);

Item 16-006-R0577, Graduate Record Examination, Montana University System, July 11, 1977.

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Policy and Procedures Manual

PAGE: 301.4.1 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: June 21, 1991

Section: 301.4.1

Enrollment limitations;
Montana State University-Bozeman

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

Montana State University-Bozeman is authorized to limit enrollment in Nursing and/or upper division Nursing classes.

Procedures:

1. Assignments to upper division (clinical) Nursing classes shall be prioritized based upon a compilation of grade point averages in those courses designated by the School of Nursing as having the greatest relevance and/or predictive value for success in Nursing.

2. Students seeking assignment to upper division Nursing courses shall be considered for a place through a petition procedure, such consideration being secured by a fee, which shall be refunded if a place cannot be offered.

3. Montana State University-Bozeman is authorized to collect a non-refundable Nursing Upper Division Petition Deposit in the amount of \$50.00. The deposit would serve to secure an offered placement in the Upper Division Nursing (clinical) course work. The deposit will be applied against the student fees when the student registers in the first assigned semester.

History:

Item 4-204-R0474, April 8, 1974 (Rescinded); Board action, April 12, 1977; Item 16-202-R0477, July 11, 1977; Item 18-201-R1077, October 28, 1977, as amended June 21, 1991

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PAGE: 301.4.2 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: April 12, 1977

Section: 301.4.2

Enrollment limitations;
Montana State University-Northern

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

Montana State University-Northern is authorized to limit the enrollment of out-of-state students in the Nursing Program, either by refusing applications for admission to the institution or to the clinical portion of the program.

History:

Item 15-801-R0277, February 14, 1977.

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Policy and Procedures Manual

PAGE: 301.5 (1 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: Sept. 17, 1998

Section: 301.5 Transfer of credits; Montana
University System and Community Colleges

Issued: Oct. 21, 1998

Approved: *E. Dale*

Board policy:

1. All college level courses from regionally accredited institutions of higher education will be received and applied by all units of the Montana University System, including the community colleges, towards the free elective requirements of the Associate and Baccalaureate degrees.

NOTE: College level courses shall be defined as those courses that are applicable toward an associate of applied science, associate of arts, associate of science or baccalaureate degree at their respective institution. Such courses shall not include remedial or developmental courses.

2. In relation to the major, minor, general education, distribution requirements, and free electives of the Associate and Baccalaureate degrees, all units of the Montana University System, including the community colleges, are authorized to determine the applicability of credits earned at regionally accredited institutions of higher education.

3. In administering the policy in paragraphs (1) and (2) an institution shall include the credits earned by a student from an institution which is a candidate for regional accreditation after the student has successfully completed 20 semester credits with a 2.0 cumulative grade point average at the receiving institution.

4. Units of the Montana University System, including the community colleges, may give credit for education received from non-collegiate institutions on the basis of recommendations published by the American Council on Education.

5. The Chief Academic Officers shall recommend to the Commissioner procedures to resolve transferability problems. In formulating the recommendations, it is understood that Chief Academic Officers are representing their institution's policy as approved by the Chief Executive Officer.

6. Institutions may make exceptions to give credit if the criteria described above are not met. However, the following principles should be followed:

a. The chief academic officer, registrar, and admissions officer should review each case utilizing the following criteria:

(1) There must be evidence that there is academic quality in the institution, both in the faculty and in program offering.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Sept. 17, 1998

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University System and Community Colleges

Issued: Oct. 21, 1998

Approved: *E. Dale*

(2) The student must earn at least a minimum 2.0 grade point average or its equivalent at the receiving institution.

b. If an exception is allowed, a report shall be filed with the Deputy Commissioner of Academic Affairs.

7. Institutions may determine policies relating to the acceptance of college credit from other countries.

History:

The Montana University System Transfer of Credit Policy as promulgated by the Commissioner of Higher Education, February 3, 1976; Item 27-009-R0680, June 23, 1980, as revised April 13, 1981, May 21, 1982, June 20, 1986, March 17, 1989, January 29, 1998, and September 17, 1998.

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PAGE: 301.6 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: April 4, 1974

Section: 301.6 Admissions; community
colleges

Issued: Aug. 10, 1981

Approved: *P.C. Tinsley*

Statutory authority: M.C.A. 20-15-101

Board policy:

The community colleges shall admit as students all persons who are high school graduates or eighteen years of age. A person under eighteen years of age shall be admitted upon the recommendations of his/her high school principal.

History:

Item 4-009-R0474, April 8, 1974.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Dec. 13, 1991

Section: 301.7 College Preparatory Program;
Montana University System

Issued: Oct. 9, 1992

Approved: *E. Wheat*

Board Policy

1. In order to improve students' preparation for college-level work, the Board of Regents of Higher Education requires the following College Preparatory Program for students who wish to enter a unit of the Montana University System beginning with the fall term, 1990 except as indicated in Section 2 below.

a. Four years of English: in each year the content of the courses should have an emphasis upon the development of written and oral communication skills and literature.

b. Three years of mathematics which shall include Algebra I, Geometry and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.

c. Three years of social studies which shall include Global studies (such as World History or World Geography); American History; and Government, Economics, Indian History or other third year courses.

d. Two years of laboratory science: one year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science.

- e. Two years chosen from the following:
- foreign language (preferably two years)
 - computer science
 - visual and performing arts, or
 - vocational education units which meet the Office of Public Instruction guidelines.

2. The following categories of students are exempt from the requirements in Section 1 above:

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SUBJECT: ACADEMIC AFFAIRS

Effective: Dec. 13, 1991

Section: 301.7 College Preparatory Program;
Montana University System

Issued: Oct. 9, 1992

Approved: *E. Wheat*

- a. non-traditional students (those who do not enter college for a period of at least three years from the date of high school graduation or from the date when they would have graduated from high school),
- b. summer only students,
- c. extended degree students, and
- d. part-time students taking fewer than twelve hours.

3. Out-of-state students are required to have completed the college preparatory program outlined in Section 1, or to have completed a similar program required by their home state. In either case, the student's high school shall certify completion of such a program. The categorical exemptions identified in Section 2 also apply to out-of-state students.

4. Out-of-state students graduating from accredited high schools in states that do not have a college preparatory program, have several different college preparatory programs, or have a college preparatory program that is dissimilar to Montana's, must meet any two of the three criteria listed below:

- a. Composite ACT score of 20 or composite SAT score of 800,
- b. At least a 2.5 high school grade point average,
- c. Class standing in the upper half of the graduating class.

5. These requirements do not apply to the public community colleges in Montana or to the vocational technical centers.

Procedures:

To implement the College Preparatory Program, and to encourage a high level of academic preparation for students who wish to continue on to higher education, the Board of Regents of Higher Education hereby adopts the following procedures:

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SUBJECT: ACADEMIC AFFAIRS

Effective: Dec. 13, 1991

Section: 301.7 College Preparatory Program;
Montana University System

Issued: Oct. 9, 1992

Approved: *E. Wheat*

1. Only persons who have completed the College Preparatory Program shall be eligible for

- a. Regents High School Honor Scholarships
- b. Other state-supported scholarships, fee waivers, or grants-in-aid awarded on the basis of academic achievement. In unusual circumstances this provision may be waived for students who have been graduated from high school for more than two years.

2. In awarding scholarships based on academic achievement, special consideration should be given to persons who have completed available academic solids beyond those specified in the College Preparatory Program. Honors and advanced placement courses should be given extra weighting.

3. Students who enter units of the Montana University System without sufficient academic background may find it necessary to enroll in remedial courses which will add time and expense to the students' educational experience.

4. Beginning in Fall 1990, students that do not meet the college preparatory requirements may eliminate their deficiency by taking courses that satisfy the requirements in summer school or as a part-time student at one of the six campuses of the University System, or by attending a community college and transferring credit to a University System unit.

5. From the Fall of 1990 through the Summer of 1992, students may be admitted under the program specified above or under the recommended college preparatory program adopted in 1984.

6. To ensure reasonably smooth transition to full implementation of the College Preparatory Program, each of the six campuses of the Montana University System is granted discretionary exemptions for in-state applicants who have not completed the

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Effective: Dec. 13, 1991

Section: 301.7 College Preparatory Program;
Montana University System

Issued: Oct. 9, 1992

Approved: *E. Wheat*

College Preparatory Program not to exceed 15 percent of the in-state enrollment of first-time, full-time first-year students. The 15 percent exemption will only be available for Fall 1990 applicants who enroll as first-time, first-year students. The discretionary exemption will then decrease to 10 percent for Fall, 1991, through Fall, 1994, and 5 percent for Fall, 1995 and subsequent semesters.

Institutions will be obligated to provide appropriate annual reports indicating numbers of students enrolled as exemptions and their academic progress in comparison to those students regularly admitted. At the conclusion of the period of exemptions, the Commissioner of Higher Education's Office will present a report to the Board of Regents summarizing these data with appropriate analysis and interpretation. The Commissioner's Office will also make recommendations to the Regents regarding continuation, discontinuation, or modification of the discretionary exemption program.

History

Item 42-002-R1283, College Preparatory Program, Montana University System (Revised), May 18, 1984, July 20, 1984, June 16, 1988, May 5, 1989, November 3, 1989 (Board of Regents Minutes), March 22, 1990, Item 42-002-R1283, December 13, 1991.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1994

Section: 301.7 College Preparatory Program;
Montana University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Board Policy

1. In order to improve students' preparation for college-level work, the Board of Regents of Higher Education requires the following College Preparatory Program for students who wish to enter a unit of the Montana University System beginning with the fall term, 1990 except as indicated in Section 2 below.

a. Four years of English: in each year the content of the courses should have an emphasis upon the development of written and oral communication skills and literature.

b. Three years of mathematics which shall include Algebra I, Geometry and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.

c. Three years of social studies which shall include Global studies (such as World History or World Geography); American History; and Government, Economics, Indian History or other third year courses.

d. Two years of laboratory science: one year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science.

e. Two years chosen from the following:
-foreign language (preferably two years)
-computer science
-visual and performing arts, or
-vocational education units which meet the Office of Public Instruction guidelines.

2. The following categories of students are exempt from the requirements in Section 1 above:

a. non-traditional students (those who do not enter college for a period of at least three years from the

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Approved: *E. Wheat*

-
- date of high school graduation or from the date when they would have graduated from high school),
- b. summer only students, and
 - c. part-time students taking seven or fewer college-level semester credits.

3. Out-of-state students are required to have completed the college preparatory program outlined in Section 1, or to have completed a similar program required by their home state. In either case, the student's high school shall certify completion of such a program. The categorical exemptions identified in Section 2 also apply to out-of-state students.

4. Out-of-state students graduating from accredited high schools in states that do not have a college preparatory program, have several different college preparatory programs, or have a college preparatory program that is dissimilar to Montana's, must meet any two of the three criteria listed below:

- a.
 - (1) has obtained a score of at least 20 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 840 on the total verbal/math exam of the Scholastic Aptitude Test (SAT) for admission to Northern Montana College and Western Montana College of the University of Montana,
 - (2) has obtained a score of at least 22 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 920 on the total verbal/math exam of the Scholastic Aptitude Test (SAT), for admission to Montana College of Mineral Science and Technology, Eastern Montana College, Montana State University, and University of Montana. The colleges identified in 4.a.(1) above may request permission from the Board of Regents to raise the Enhanced (Composite) American College Testing (ACT) test score or the Scholastic Aptitude Test (SAT) total verbal/math exam score to those specified for University of Montana, Montana

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Approved: *E. Wheat*

State University, Eastern Montana College, and Montana
College of Mineral Science and Technology,

or

b. At least a 2.5 high school grade point average,

or

c. Class standing in the upper half of the graduating
class.

5. These requirements do not apply to the public community
colleges in Montana nor to the technical centers.

Procedures:

To implement the College Preparatory Program, and to encourage a
high level of academic preparation for students who wish to continue
on to higher education, the Board of Regents of Higher Education
hereby adopts the following procedures:

1. Only persons who have completed the College Preparatory
Program shall be eligible for

- a. Regents High School Honor Scholarships
- b. Other state-supported scholarships, fee waivers, or
grants-in-aid awarded on the basis of academic
achievement. In unusual circumstances this provision
may be waived for students who have been graduated
from high school for more than three years.

2. In awarding scholarships based on academic achievement,
special consideration should be given to persons who have completed
available academic solids beyond those specified in the College
Preparatory Program. Honors and advanced placement courses should
be given extra weighting.

3. Students who enter units of the Montana University System
without sufficient academic background may find it necessary to
enroll in remedial courses which will add time and expense to the
students' educational experience.

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Effective: Fall 1994

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Montana University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

4. Beginning in Fall 1990, students that do not meet the college preparatory requirements may eliminate their deficiency by taking courses that satisfy the requirements in summer school or as a part-time student at one of the six campuses of the University System, or by attending a community college and transferring credit to a University System unit.

5. From the Fall of 1990 through the Summer of 1992, students may be admitted under the program specified above or under the recommended college preparatory program adopted in 1984.

6. To ensure reasonably smooth transition to full implementation of the College Preparatory Program, each of the six campuses of the Montana University System is granted discretionary exemptions for in-state applicants who have not completed the College Preparatory Program not to exceed 15 percent of the in-state enrollment of first-time, full-time first-year students. The 15 percent exemption will only be available for Fall 1990 applicants who enroll as first-time, first-year students. The discretionary exemption will then decrease to 10 percent for Fall, 1991, through Fall, 1994, and 5 percent for Fall, 1995 and subsequent semesters.

Institutions will be obligated to provide appropriate annual reports indicating numbers of students enrolled as exemptions and their academic progress in comparison to those students regularly admitted. At the conclusion of the period of exemptions, the Commissioner of Higher Education's Office will present a report to the Board of Regents summarizing these data with appropriate analysis and interpretation. The Commissioner's Office will also make recommendations to the Regents regarding continuation, discontinuation, or modification of the discretionary exemption program.

Definitions

1. For the purpose of this section, GPA (and Pass) credits mean those college-level credits for which grade points apply toward graduation.

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Effective: Fall 1994

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Montana University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

2. For the purpose of this section, *college-level work* means those courses that are applicable toward an associate of arts, associate of science or baccalaureate degree at their respective institution. Such courses shall include neither remedial nor developmental courses.

History

Item 42-002-R1283, College Preparatory Program, Montana University System (Revised), May 18, 1984, July 20, 1984, June 16, 1988, May 5, 1989, November 3, 1989 (Board of Regents Minutes), March 22, 1990, December 13, 1991, and May 3, 1993.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Fall, 1990

Section: 301.7A College Preparatory Program;
Montana University System

Issued: Apr. 12, 1990

Approved: *P.D. Brown*

Board Policy

1. In order to improve students' preparation for college-level work, the Board of Regents of Higher Education requires the following College Preparatory Program for students who wish to enter a unit of the Montana University System beginning with the fall term, 1990 except as indicated in Section 2 below.

a. Four years of English: in each year the content of the courses should have an emphasis upon the development of written and oral communication skills and literature.

b. Three years of mathematics which shall include Algebra I, Geometry and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.

c. Three years of social studies which shall include Global studies (such as World History or World Geography); American History; and Government, Economics, Indian History or other third year courses.

d. Two years of laboratory science: one year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science.

e. Two years chosen from the following:
-foreign language (preferably two years)
-computer science
-visual and performing arts, or
-vocational education units which meet the Office of Public Instruction guidelines.

2. The following categories of students are exempt from the requirements in Section 1 above:

a. non-traditional students (those who do not enter college for a period of at least three years from the date of high school graduation or from the date when they would

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Montana University System

Issued: Apr. 12, 1990

Approved: *P. D. Books*

-
- have graduated from high school),
 - b. summer only students,
 - c. extended degree students, and
 - d. part-time students taking fewer than twelve hours.

3. Out-of-state students are required to have completed the college preparatory program outlined in Section 1, or to have completed a similar program required by their home state. In either case, the student's high school shall certify completion of such a program. The categorical exemptions identified in Section 2 also apply to out-of-state students.

4. Out-of-state students graduating from accredited high schools in states that do not have a college preparatory program, have several different college preparatory programs, or have a college preparatory program that is dissimilar to Montana's, must meet any two of the three criteria listed below:

- a. Composite ACT score of 20 or
composite SAT score of 800,
- b. At least a 2.5 high school grade point average,
- c. Class standing in the upper half of the graduating
class.

5. These requirements do not apply to the public community colleges in Montana or to the vocational technical centers.

Procedures:

To implement the College Preparatory Program, and to encourage a high level of academic preparation for students who wish to continue on to higher education, the Board of Regents of Higher Education hereby adopts the following procedures:

1. Only persons who have completed the College Preparatory Program shall be eligible for the following:

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-
- a. Regents High School Honor Scholarships
 - b. Other state-supported scholarships, fee waivers, or grants-in-aid awarded on the basis of academic achievement. In unusual circumstances this provision may be waived for students who have been graduated from high school for more than two years.

2. In awarding scholarships based on academic achievement, special consideration should be given to persons who have completed available academic solids beyond those specified in the College Preparatory Program. Honors and advanced placement courses should be given extra weighting.

3. Students who enter units of the Montana University System without sufficient academic background may find it necessary to enroll in remedial courses which will add time and expense to the students' educational experience.

4. Beginning in Fall 1990, students that do not meet the college preparatory requirements may eliminate their deficiency by taking courses that satisfy the requirements in summer school or as a part-time student at the six campuses of the University System, or by attending a community college and transferring credit to a University System unit.

5. From the Fall of 1990 through the Summer of 1992, students may be admitted under the program specified above or under the recommended college preparatory program adopted in 1984.

6. To ensure reasonably smooth transition to full implementation of the College Preparatory Program, each of the six campuses of the Montana University System is granted discretionary exemptions for in-state applicants who have not completed the College Preparatory Program not to exceed 15 percent of the in-state enrollment of first-time, full-time first-year students. The 15 percent exemption will only be available for Fall 1990 applicants who enroll as first-time, full-time first-year students. The discretionary exemption will then decrease to 10 percent for Fall, 1991, and 5 percent for Fall, 1992.

Institutions will be obligated to provide appropriate annual reports indicating numbers of students enrolled as exemptions and their academic progress in comparison to those students regularly admitted. At the conclusion of the three-year period of exemptions, the Commissioner of Higher Education's Office will present a report to the Board of Regents summarizing

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Approved: *P. D. Brady*

these data with appropriate analysis and interpretation. The Commissioner's Office will also make recommendations to the Regents regarding continuation, discontinuation, or modification of the discretionary exemption program.

History

Item 42-002-R1283, College Preparatory Program, Montana University System (Revised), May 18, 1984, July 20, 1984, June 16, 1988, May 5, 1989, November 3, 1989 (Board of Regents Minutes), and March 22, 1990.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1993

Section: 301.8 Academic Probation;
Montana University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Policy:

Students will be placed on academic probation at the end of any semester in which their cumulative GPA drops below 2.00 on a 4.0 scale, and will be so notified as part of the campus' normal grade reporting procedures or other appropriate written manner.

Definition:

1. For the purpose of this section, *cumulative GPA* means the grade-point average which is computed by dividing the summation of grade points earned by the summation of credits carried, except that neither the credits nor the grade points shall be counted for the following:

- a. non-credit, remedial, developmental, or other subcollege-level courses;
- b. courses passed on a grade-basis of pass/fail; and/or,
- c. transferred coursework.

History:

Item 78-002-R0393, Academic Probation; Montana University System, May 3, 1993.

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PAGE: 301.9 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: Fall 1993

Section: 301.9 Academic Suspension;
Montana University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Policy:

Students will be suspended academically at the end of any semester if they had been placed on academic probation during their prior semester of attendance and their cumulative GPA remains below 2.00 on a 4.0 scale. At the option of the individual campus, an exception may be made if the student has earned a semester GPA of 2.00 or better for the semester without raising the cumulative GPA to 2.00, whereupon the student will remain on academic probation. Students suspended may not re-enroll until they have been reinstated. Campus administrations are authorized to work with the relevant faculty committees to develop policies and procedures for reinstatement, but reinstatement will require, at a minimum, one full semester of non-enrollment at any unit of the Montana University System.

Definition:

1. For the purpose of this section, *cumulative GPA* means the grade-point average which is computed by dividing the summation of grade points earned by the summation of credits carried, except that neither the credits nor the grade points shall be counted for the following:

- a. non-credit, remedial, developmental, or other subcollege-level courses;
- b. courses passed on a grade-basis of pass/fail; and/or,
- c. transferred coursework.

History:

Item 78-003-R0393, Academic Suspension; Montana University System, May 3, 1993.

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SUBJECT: ACADEMIC AFFAIRS

PAGE: 301.12 (1 of 1)

Section: 301.12 Undergraduate Degree
Requirements; Associate Degrees

Effective: Sept. 24, 1999

Issued: Oct. 11, 1999

Approved: *E. Dale*

Background:

1. Units of the Montana University System and the publicly-funded community colleges may offer the associate of arts, the associate of science, and the associate of applied sciences degrees and certificates of completion in those academic and occupational areas approved by the Board of Regents.
2. Requirements for associate degrees offered by units of the Montana University System and the community colleges are differentiated by type of degree, as follows:
 - a. The associate of arts or the associate of science degree is normally limited to 60 semester credits. The program of study is designed for transfer to a four-year institution and includes an approved general education core. The degree title carries no designation of field of study except as provided in item 3 below. Similarly, a program may exceed the 60-semester hour limit as provided in item 3 below.
 - b. The associate of applied science degree must comprise a minimum of 60 semester credits and is limited to a maximum of 72 semester credits. The program of study is designed to prepare individuals for employment and contains sufficient general education or related education courses to satisfy regional accreditation association requirements. The degree title always carries a designation of the field of study.
3. In rare cases, there may be reason to permit more than 60 semester credit hours and/or designation of field of study with the associate of arts or associate of science degree title. The unit requesting modification of degree requirements should address its request through the Deputy Commissioner for Academic and Student Affairs. Upon receipt of such a request, the Deputy Commissioner shall refer it to the Two-Year Committee for review and may take it to the Academic and Student Affairs Sub-committee of the Board of Regents for final disposition.
 - a. If a unit of the Montana University System or one of the community colleges can demonstrate that external specialized accreditation requirements call for more than 60 semester hours of credit for the associate of arts or science degree, it may request modification of degree hours as outlined above.
 - b. If a unit of the Montana University System or one of the community colleges can demonstrate compelling, externally imposed requirements for the designation of field of study, it may request modification of degree title as outlined above.

History:

Action of the Board of Regents to adopt Two-Year Committee recommendations, July 11, 1997; Item 104-105-R0799 amended by action of the Board of Regents July 8, 1998; policy approved September 24, 1999.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Mar. 11, 1963

Section: 302 Academic Freedom

Issued: Nov. 18, 1981

Approved: *P.C. Hansen*

Adopted policy:

1. The portion of the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors set out below is endorsed by the Board of Regents of Higher Education.

"Academic Freedom"

"(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

"(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

"(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

The Regents place particular emphasis on paragraphs (b) and (c) of the above statement relating to the responsibilities as well as the privileges which members of the profession and professional organizations associate with this important concept of American life.

History:

Minutes, State Board of Education, ex officio Regents of the University of Montana, March 11, 1963.

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SUBJECT: ACADEMIC AFFAIRS

Effective: June 14, 1990

Section: 303.1 Curriculum proposals;
Montana University System

Issued: July 18, 1990

Approved: *P. D. Brooks*

Board policy:

1. All new postsecondary educational programs: certificate programs, degrees, and addition of majors to existing degrees, options within majors, or minors where a major does not exist shall be submitted to the Commissioner of Higher Education who will formulate recommendations for the Board of Regents through the Academic Affairs Committee.

2. Changes in the names of degrees shall be approved by the Board of Regents.

Procedures:

1. These programs shall be presented in the following manner:
 - a. specify the objectives to be reached by the addition of this program;
 - b. specify in detail present faculty, facilities and equipment, and library holdings in support of this program, and compare them to known or anticipated minimum standards for accreditation;
 - c. additional faculty requirements should be detailed as to qualifications, salary, and recruitment;
 - d. increased costs will be submitted in detail for the first year, for the biennium, and an estimate of the continuing costs of the program over a five-year period. These costs should reflect new faculty, increased library costs, space requirements, equipment, and other facilities needs;
 - e. a new program will be carefully scrutinized as to the effect on enrollment, numbers of students (both graduate and undergraduate) with lower and upper division course breakdowns, and the number expected to graduate over a ten-year period;
 - f. list the new courses this program will add to the curriculum and specify the course requirements for the degree;

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Approved: *P.D. Brooke*

g. indicate the inter-departmental implications of additions to this program or supporting courses in departments which contribute to the new program of studies;

h. explain how the recommendation to submit this proposal to the Board of Regents was made. Were faculty involved institution-wide in the decision?

2. In all cases the Board of Regents may require an appropriate report from outside, objective consultants to assist the Board in analyzing the proposal and arriving at a just decision.

3. A copy of every curriculum proposal shall be forwarded to the Deputy Commissioner for Academic Affairs and to the chief academic officers of the units of the Montana University System as soon as it has been approved by the unit concerned. Copies of all proposals for associate degree programs and vocational-technical programs shall also be forwarded to the chief academic officers of the community colleges. In addition, proposals for vocational-technical programs shall be forwarded to the Deputy Commissioner of Vocational-Technical Education and to the chief academic officers of the vocational-technical centers.

Definitions:

1. Degree - a specific designation of letters representing the words on the diploma indicating completion or attainment, e.g., B.A., B.S., B.Arch., B.B.A., M.A., M.F.A., Ed.D., D.A., Ph.D.;

2. Certificate - awarded upon successful completion of entry-level programs, a specialty within an occupational area, and/or upgrading skills and knowledge within an occupation. Usually, certificate programs are 45-60 semester hours in length;

3. Major - the specific field of concentration for the degree;

4. Minor - the supporting or complementary field undertaken along with a major for a degree;

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5. Option - one of at least two tracks, emphases, or areas of study within a major that has a sequence of courses and/or requirements that are different from other available options. Usually, options share a common core of courses;

6. New postsecondary educational programs - all proposals for a new series of courses arranged in a scope or sequence leading to a certificate, option, major, or minor where a major does not already exist.

Cross reference:

See Section 218, Institutional Organization.

History:

Item 2-001-R0973, (Revised), October 19, 1973, as revised April 11, 1978; Item 24-001-R0579, Changes in Institutional Organization, May 30, 1979; Item 2-001-R0973, June 14, 1990.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Oct. 28, 1983

Section: 303.2 Curriculum proposals;
Community colleges

Issued: Nov. 4, 1983

Approved: *P.C. Trunk*

Statutory authority:

M.C.A. 20-151-103 (4)

Board policy:

1. The policy statement on guidelines for curriculum proposals for Montana University System, Section 303.1, is applicable to Montana community colleges and any other postsecondary units assigned to the Board by law, as well as to the units of the Montana University System.

In addition to the guidelines for curriculum proposals in Section 303.1, occupational curriculum proposals will include information on related job opportunities, as well as data on similar programs offered within the state in any postsecondary institution. The Board of Regents shall consider all other occupational curricula offered by any postsecondary institution in the state in determining necessary or unnecessary duplication.

2. Local boards of trustees may approve adult and community service course offerings.

Definitions:

1. The academic curricula of the community colleges shall consist of all courses normally offered in the lower division curricula of baccalaureate granting institutions. The coordinator of community colleges shall be notified of all proposed new offerings. A student who transfers to a 4-year institution and believes that he has completed in a community college, work which is the equivalent of upper division work at the 4-year institution shall be given the opportunity to demonstrate this fact through a challenge examination or other means.

2. The regular occupational programs are those vocational-technical programs which appear in the community college catalogs.

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Community colleges

Issued: Nov. 4, 1983

Approved: *P.C. Tushnet*

3. Adult and community service programs are those courses or sequential courses funded by the one mill levy authorized under M.C.A. 20-15-305 and/or by student fees for the specific courses, short courses or workshops.

Cross reference:

See Section 218, Institutional organization

History:

Item 2-001-R0973, October 19, 1973; Item 4-005-R0474, April 8, 1974, as revised April 21, 1980.

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PAGE: 303.3 (1 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: Oct. 28, 1977

Section: 303.3 Program review

Issued: Dec. 30, 1977

Approved: *P.C. Dunbar*

Board policy:

1. Existing programs shall be reviewed on a regular basis by each unit. The Commissioner of Higher Education shall initiate and coordinate such reviews of existing programs as he deems appropriate and necessary. The Commissioner shall report his findings to the Board.

2. An initial lateral review of all programs will be conducted.

Procedures:

1. Each unit will review its own programs on a regular basis. An annual report of review activities in progress or completed during the past few years will be submitted. An important issue here is to identify the incentives for each campus to be candid and honest in its reviews. Institutions should not be penalized for doing a thorough job and should not be put in a position of preparing a defensive document.

2. Regional and professional accreditation provides reviews for some programs. Section 320.2 of the Policy and Procedures Manual provides for participation by the Commissioner's Office and also that copies of all accreditation reports are sent to the Commissioner's Office.

3. Selected lateral (interinstitutional) reviews will be carried out. Requests for programs to be reviewed will be submitted to the chief academic officers for selection, prioritization and scheduling. The specific issues to be addressed in each lateral review should be identified prior to the start of the review. This type of review will not be started until institutional role and scope statements are approved by the Regents. The review of proposals for new programs will also frequently result in the review of similar programs in other units.

4. Each unit will update the program inventory started in 1972. This inventory lists graduates by degree and major for the past five years and also the current enrollment in each program.

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Effective: Oct. 28, 1977

Section: 303.3 Program review

Issued: Dec. 30, 1977

Approved: *P.C. Dunham*

Definitions:

"Lateral review" means interinstitutional review.

History:

Item 2-001-R0973 (Revised), October 19, 1973; Board of Regents of Higher Education, Minutes October 24, 1975, as amended October 28, 1977; Memo from I. E. Dayton to Curriculum Committee, October 18, 1977, entitled "Academic Program Review".

SUBJECT: ACADEMIC AFFAIRS

Effective: July 10, 1973

Section: 303.4 Program termination

Issued: July 31, 1973

Approved: *P.C. [Signature]*

Board policy:

1. An institution may impose an academic program moratorium to allow for program review, to deal with a temporary shortage of faculty or facilities, to deal with student enrollment pressures beyond what the program can handle or for similar reasons. The imposition and removal of a program moratorium shall be reported to the Commissioner's Office. After a three-year period, an academic program moratorium becomes a withdrawal unless the Board of Regents approves continuation of the moratorium.

2. Academic program withdrawal requires approval of the Board of Regents. Subsequent reinstatement of a program also requires approval of the Board of Regents.

3. If in the past an academic program has been withdrawn without Board of Regent approval, or an approved program has never been implemented, then the program remains in withdrawn status and Board of Regent approval is required to reinstate or implement the program.

Definitions:

1. Program withdrawal: the academic program has been (or will be) withdrawn from the catalog and no students will be admitted to the program.

2. Program moratorium: the academic program remains in the catalog and on the approved list of programs, but the institution has temporarily suspended admission to the program.

Cross-reference:

See Section 303.1, Curriculum Proposals, Montana University System.

History:

Item 21-001-R0778, Program termination; Montana University System, July 10, 1973.

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SUBJECT: ACADEMIC AFFAIRS

Effective: July 6, 1995

Section: 303.5

American Indian Study

Issued: August 11, 1995

Approved: *EWheat*

Board policy:

Statutory citation:

20-4-211, M.C.A. et seq

Each unit of the Montana University System is required to offer a formal course of American Indian study developed with the advice and assistance of Indian people.

Definition:

A formal course of study shall consist of a minimum of 3 semester credits.

History:

Item 18-001-R0977, Resolution Respecting the Indian Culture Master Plan, Montana University System, September 12, 1977 as revised July 10, 1978 by substitution; as revised by the Board on July 6, 1995.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Nov. 19, 1998

Section: 303.6

Out-of-state course offerings

Issued: Dec. 30, 1998

Approved: *E. Dale*

Board policy:

1. Campuses of the Montana University System are encouraged to make additional educational opportunities available to their students through field trips and study programs in other parts of this country and abroad. Such programs should be aimed primarily at regular students of the institution, with registration through the campus. Such programs should conform to the standard of the Northwest Association of Schools and Colleges that "foreign and domestic travel study programs should not grant credit for travel per se."

2. Campuses of the University System may offer courses, workshops and programs at out-of-state locations. Such courses and workshops must meet the same standards required if the offering were made in-state. The institution must comply with all applicable statutes and regulations regarding registration or licensing in the state where the course is offered.

a. These courses, workshops, or programs may be offered face-to-face or through electronic means or a combination of both.

b. A campus planning to offer out-of-state courses, workshops, and programs shall notify the Commissioner's Office and other campuses in the system at least 60 days prior to advertising or offering them. For academic programs already approved by the Board of Regents, this will constitute a request for a Level I Program Approval. For new programs not previously approved by the Board of Regents, this will require a Level II Review and more extended deliberation.

3. Credit course fees associated with delivery costs will be approved by the Board of Regents in advance of the course being offered.

History:

Item 30-006-R0281, Out-of-state course offerings; Montana University System, February 6, 1981, as revised November 19, 1998.

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SUBJECT: ACADEMIC AFFAIRS

Effective: March 25, 1999

Section: 303.7

Distributed Learning; Montana
University System

Issued: June 2, 1999

Approved: *E. Hare*

Board Policy

I. Scope and Purpose

1. This policy is designed to encourage the development and use of distributed learning in the Montana University System while at the same time ensuring a level of quality equivalent to that of traditional, classroom-based instruction.
2. The Board of Regents shall consider an institution's proposal to offer existing programs via distributed learning methodologies to be a request for a Level I approval. Single courses meeting institutional academic standards do not require approval.
3. The Commissioner of Higher Education shall appoint a member of the Commissioner's staff to be the Distributed Learning Coordinator and to chair an Advisory Committee on Distributed Learning and Mediated Instruction. The purpose of the Advisory Committee will be to advise the System and the Board, through the Council of Academic Officers, on matters related to present and future delivery of distributed education, including the acquisition of large-scale interactive delivery and/or learning systems.
4. The Commissioner will encourage, facilitate and coordinate the distributed learning activities of the institutions.

Procedures

I. Definitions

1. *Distributed Learning* – A learning environment in which the instructor serves as a designer of the learning environment rather than purveyor of information and in which the constraints of time and place are alleviated to facilitate the learner's access and autonomy.
2. *Technology-Mediated Learning* -- Any form of instruction that uses an electronic system as a primary mode for creating the learning environment.
3. The Advisory Committee on Distributed Learning and Mediated Instruction shall be appointed by the Commissioner and consist of representatives from the System campuses, the community colleges, and the Commissioner's office. It will report to the Academic and Student Affairs Committee of the Board through the Council of Academic Officers and will be chaired by the Distributed Learning Coordinator. The Advisory Committee will advise the Commissioner and the System on policy and procedures related to distributed learning and on acquisition of large-

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Approved: *E. H. Lee*

scale interactive delivery and/or learning systems, and will assist in resolving concerns that might arise between the campuses.

II. Mission

1. In accordance with Regents' policy, each campus of the Montana University System shall have an approved mission statement on file with the Office of Commissioner of Higher Education.
2. All programs and courses offered by the respective campuses of the Montana University System shall be consistent with the approved campus mission statement.

III. Reporting Procedures

1. By July 1 of every year, each institution shall file with the Commissioner an Annual Report of its distributed learning activity over the preceding twelve months. The Distributed Learning Coordinator will provide guidelines for the format and content of this report and will publish an aggregated report on the Worldwide Web for public access.
2. For credit courses only, by April 15 for Autumn Semester, November 1 for Spring Semester, and March 1 for Summer Session of each fiscal year, each campus will file, with the Distributed Learning Coordinator, a list of credit courses being offered via distributed learning methodologies according to the following criteria:
 - a. course number
 - b. course name
 - c. number of credits
 - d. term
 - e. medium(a) of delivery
 - f. site (where applicable).

For incidental courses where such a schedule is not practical, the campus will notify the Coordinator and other campuses prior to advertising the offering. The Distributed Learning Coordinator will publish a list of distributed learning courses on the Montana University System Worldwide Web for public access.

3. The Distributed Learning Coordinator shall, with the assistance of the Advisory Committee, resolve scheduling conflicts among institutions concerning course and program delivery. Institutions may appeal such decisions to the Commissioner.
4. Campuses considering the acquisition of large-scale interactive delivery systems and/or learning systems to support technology-mediated learning for remote audiences should strive to select

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Approved: *E. Dale*

systems that are compatible with existing technology and must submit proposals to the Distributed Learning Coordinator for review by the Advisory Committee prior to implementation.

IV. Standards and Conditions

1. Faculty

- a. Instructors responsible for credit courses offered through distributed learning methodologies must meet the standards used by the institution for the appointment of faculty including review and approval at the departmental level in the fields affected and other approvals as determined by each campus.
- b. Procedures for evaluation of faculty responsible for credit courses offered through distributed learning must be equivalent to those used by the academic departments.
- c. Whenever distributed learning permits the enrollment of substantially greater numbers of students in a course than would normally occur, the institution must provide technical and instructional assistance sufficient to ensure that quality is maintained.
- d. To support faculty who are or wish to become involved in distributed learning, the campuses should provide support services to assist faculty in course development and/or updating skills as needed.

2. Students

- a. Students who wish to enroll in programs offered through distributed learning must satisfy the same requirements for admission to the institution, to the program of which the course is a part, and to the course itself, as would be expected of students enrolling in the same program taught in the traditional on-campus manner. Students are responsible for compliance with individual campus policies related to enrollment and degree status.
- b. For students who are located at remote sites and are enrolled in distributed learning courses or programs, the credit hours earned in such courses may be accepted toward the Aon-campus≡ residency requirement for graduation if a student has completed the university's regular admissions process and has been admitted to degree-seeking status within nine (9) credit hours of the original enrollment.
- c. Students enrolled in distributed learning programs must be provided with academic and student support services appropriate to the program and comparable to those provided other students in like programs, including academic advising, library and computer services, and financial aid services. These may be provided by technology-mediated methods when

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Approved: *E. Nae*

appropriate.

d. Students who are enrolled in distributed learning courses or programs and who are located at remote sites shall be assessed fees that are directly applicable to the delivery and support of the course or program for which they are enrolled. This will include tuition, a portion of the typical mandatory fees and any special fees for the mode of delivery that have been approved by the Regents.

Mandatory fees that are not applicable to the distributed learning program will not be assessed. At least one month prior to course or program start-up, the campus shall file notice with the Commissioner's Office of those fees that are applicable to students at remote sites on a course or program basis.

3. Course management and support

a. Standards and procedures for the regular evaluation of the organization and content of distributed learning courses must be equivalent to those used for resident instruction.

b. Standards for student success or failure in distributed learning courses must be as rigorous as those for traditional on-campus credit courses and communicated to the students at the beginning of the course.

c. Each course offered through distributed learning methodologies must include on going procedures for monitoring and assessing student performance.

d. Each instructor of record in distributed learning courses must provide regular, timely feedback to students regarding their progress and performance and make him- or herself available for consultation with students as necessary.

e. Copyright and intellectual property protection

i. Universities offering technology-mediated courses shall ensure compliance with all applicable copyright laws governing the use and transmission of films, videotapes, recordings, performances and other protected works as well as the reproduction of printed materials prior to the offering or transmission of the course.

ii. Universities offering technology-mediated courses shall ensure compliance with all laws as well as M.U.S. or institutional policies relating to the protection of intellectual property prior to the offering or transmission of the course.

V. Fiscal Practices

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 303.7 (5 of 5)

SUBJECT: ACADEMIC AFFAIRS

Effective: March 25, 1999

Section: 303.7

Distributed Learning; Montana
University System

Issued: June 2, 1999

Approved: *E. Dale*

1. State-subsidized F.T.E. Normally, distributed learning courses and programs will be funded by State appropriations under the approved F.T.E. formulas in combination with a campus= resident and non-resident student tuition and approved fees as authorized by the Board of Regents.
 - a. Under the state-subsidized model, the instructor's salary and all related instructional costs must be funded from the F.T.E. subsidy and student tuition and fees collected.
 - b. Extraordinary credit course fees associated with the costs of technology-mediated course delivery may be requested from the Board of Regents in advance, normally in May of each year.
 - c. Student credit hours generated under this funding arrangement (both resident and non-resident) are reported annually to the Office of Commissioner of Higher Education for inclusion in the M.U.S. legislative budget report.
2. Restricted enrollment model. Under special circumstances, universities may propose to offer a distributed learning degree or degree-completion program to students at remote sites on a restricted-fund or self-sustaining basis, i.e. with all funding derived exclusively from tuition and fees authorized by the Board of Regents from sponsoring organizations via grants or contracts, or from other non-state sources of funding.
 - a. Prior to advertising restricted enrollment or self-sustaining program(s), the campus will file with the Distributed Learning Coordinator a written proposal indicating what course or program is planned, and why the self-sustaining funding is preferable.
 - b. Under the restricted enrollment or self-sustaining model, all salaries and course expenses must be funded from sources outside the institution's state-appropriated operating budget.
 - c. All student credit hours generated by technology-mediated courses and programs offered under the restricted enrollment or self-sustaining model must be reported separately from those generated under state funding and are not eligible for state subsidy.
3. In either instance (noted in 1 or 2 above), all versions of distributed learning program(s) shall be offered under the same financing plan at all sites during any single fiscal year.

History:

Item 60-004-R0788, Telecommunication Instruction Policy, November 4, 1988; as revised March 25, 1999.

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Policy and Procedures Manual

PAGE: 303.8 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: Nov. 17, 1994

Section: 303.8

Inventory of Academic
Programs; Montana University
System

Issued: April 17, 1995

Approved: *E. Wheat*

Board policy:

1. The Office of the Commissioner of Higher Education will maintain an accurate and current inventory of all academic programs approved by the Board of Regents for all campuses of the Montana University System and the Montana community colleges.
2. A revised copy of the inventory will be distributed to the Regents following every meeting where changes in the inventory are approved.
3. Campuses will be responsible for ensuring that all institutional publications list academic offerings in a manner consistent with the approved inventory of academic programs maintained by the Office of the Commissioner of Higher Education.

History:

Item 84-004-R0994, Inventory of Academic Programs; Montana University System (NEW), approved by the Board of Regents on November 17, 1994.

Policy and Procedures Manual

PAGE: 303.9 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: May 21, 1998

Section: 303.9

Collaborative Programs;
Montana University System

Issued: June 5, 1998

Approved: *E. Sale***Board Policy:**

1. In order to make the best use of educational resources and provide maximum educational opportunity, collaborative programs are authorized among campuses of the Montana University System where this is feasible and beneficial to the student.

2. This policy does not apply to continuing education, extension courses, or independent simultaneous registration at two campuses of the university system.

Definitions:

1. **Collaborative Program** — An instructional program offered jointly or in an integrated fashion by two or more campuses of the Montana University System. Individual courses included within the program will be offered by two or more campuses.

2. **Primary Institution** — The institution where a student is currently earning a degree.

3. **Secondary Institution** — The institution where a student is taking coursework being delivered by that institution as part of a collaborative program.

Procedures:

1. A student participating in a collaborative program will only apply and register at his/her primary institution. All courses that are part of a collaborative program will be placed on the school student systems as course offerings. This allows the student to register for the participating collaborative course as part of his/her regular registration. Student services will be delivered by the primary institution.

2. The student bill will be generated by the primary institution and will reflect coursework being delivered by all institutions. Fees will be assessed according to the fee matrix of the primary institution. Fees will be collected and retained by the primary institution, with the exception of the incidental fee. An amount equal to the incidental fee associated with the credit hours generated by the student in the collaborative program, with no consideration of the flat spot, will be transferred by the primary institution to the secondary institution immediately following the fifteenth class day. The transfer of incidental revenue recognizes the delivery of instruction by the secondary institution while all other fees will be retained by the primary campus.

3. An adjustment of credit hours for enrollment reporting will be made by both institutions to ensure the credit hours are reported by the secondary institution delivering the instruction.

History:

Item 98-004-R0398 Collaborative Programs; Montana University System (NEW), approved by the Board of Regents on May 21, 1998.

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PAGE: 304.1 (1 of 4)

SUBJECT: ACADEMIC AFFAIRS

Effective: Mar. 27, 1984

Section: 304.1 Continuing education;
credit programs

Issued: Sept. 28, 1994

Approved: *E. White*

Board policy:

1. There shall be no distinction between extension and resident credit.
2. Continuing education credit courses shall meet the following criteria:
 - a. Faculty. Persons assigned to teach courses must have credentials equivalent to those required of faculty teaching the same or similar courses under regular instruction.
 - b. Facilities. Library or laboratory facilities must have been assessed and determined to be equivalent to those required for the same or similar courses offered under the regular instruction credit programs.
 - c. Educational resources. The appropriate educational resources have been assessed and determined to be equivalent to those required for the same or similar courses offered under regular instruction credit programs.
 - d. Eligibility of students. Students must meet the same admission and grade point standards and other academic requirements that are met by students taking the same or similar courses under regular instruction.
3. Direct costs for credit continuing education programs shall be self-supporting through collected fees or designated funds.
4. Indirect costs of credit continuing education programs shall be funded from collected fees or designated funds or in part through the current unrestricted operating funds of the unit.
5. Enrollment in continuing education credit programs shall not be counted and reported as part of each unit's regular enrollment, but shall be reported to the Commissioner of Higher Education under guidelines to be established by the Commissioner.
6. Units of the Montana University System shall maintain their present activities in continuing education and strengthen the cooperative effort among the six campuses, the community colleges and the private colleges.
7. Credit offerings for continuing education and extension courses must fall within the role and scope approved by the Board of Regents for each unit of the Montana University System.
8. Each unit shall establish procedures for the academic approval of continuing education credit offerings.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Mar. 27, 1984

Section: 304.1 Continuing education;
credit programs

Issued: Sept. 28, 1994

Approved: *E. Wheat*

9. If a course is proposed to be offered in a community, the institution located closest to the community shall be notified so that it can respond to the course proposal assuming the course falls under the role and scope of the closest institution. If the institution is unable or unwilling to respond to the course proposed, the proposing unit may offer the course. The adjunct professors shall be supervised by the unit offering the course. The university units may include the private colleges, community colleges and vocational/technical centers in the administration of this policy.

10. No unit shall withhold approval unless it actually plans to offer an essentially equivalent course in the same semester and in a location reasonably accessible to the same clientele.

11. In determining whether another unit offers a course, the criterion shall be the general coverage of a field as described in the current catalog, rather than precise equivalence of course names.

12. Where possible, plans should be made to deliver structured educational programs rather than individual courses.

13. In courses in which veterans who are eligible for fee waivers are enrolled, the minimum class size may be increased by the number of such veterans.

Administrative procedures:

When any unit of the Montana University System receives a request for a course, workshop, program, etc., which is not within the assigned role and scope of that unit, the following procedures should be used.

I. The continuing education department receiving the request should:

- A. Inform the person making the request that someone from the University System will contact them in the near future.
- B. Contact the institution with the role and scope designation who shall assume full responsibility for further follow-up of the request.

II. The continuing education department with the role and scope designation shall respond to the request for the continuing education activity by:

- A. Determining the feasibility and/or appropriateness of the requested proposal.
- B. Determining the method of delivery.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Mar. 27, 1984

Section: 304.1 Continuing education;
credit programs

Issued: Sept. 28, 1994

Approved: *E. Likat*

Contact with the person making the request may be necessary to obtain the information needed about the program. Regardless of the circumstances the person making the request should be contacted as soon as possible but no later than one week.

- III. Activities which are multidisciplinary may be offered by an institution if the primary emphasis of the activity falls within the institution's role and scope. For example, the University of Montana could offer a workshop on "The Law and Nursing" provided the emphasis of the workshop is on law and not upon the practice of nursing.
- A. An institution planning multidisciplinary activities should inform the other institutions with component role and scope programs. Joint sponsorship may be an advantage.
 - B. Approval by the other institution is not required provided the primary emphasis of the activity falls within the sponsoring institution's role and scope.

Options for Delivery.

The institution with the role and scope designation determines one of the four delivery systems as follows:

- A. The role and scope unit delivers the complete program.
- B. There is equal division of responsibilities and equal division of finances by co-sponsoring institutions. The institution with the role and scope designation will control the assignment of responsibilities; the other institution has the option of accepting or rejecting those terms.
- C. The institution with the role and scope designation accepts major program responsibilities, but contracts with the institution receiving the request for some services. The services and fees may vary and are agreed upon in writing.
- D. The role and scope unit permits the institution originally contacted to develop and provide the program. However, granting and recording the credit is the role and scope unit's responsibility. Written permission is granted to the proposed sponsoring institution by the institution with the role and scope designation. Restrictions and terms should also be specified in writing at that time.

If the institution with the role and scope designation determines that the proposed program is not appropriate then no unit of the system will offer the program unless it is reviewed and approved by the Office of the Commissioner.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Mar. 27, 1984

Section: 304.1 Continuing education;
credit programs

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Definitions:

1. Direct costs are defined as the instructional costs associated with an individual course, such as instructor stipend, travel costs, rental of space for the course, and promotion of the course.

Cross-Reference:

Policy 220.1, Community College education centers

History:

Executive Council, November 1955 (Rescinded); Item 165-002, February 10, 1958 (Rescinded); Item 2-008-R0973, September 10, 1973 (Rescinded); Item 3-902-R0174, January 14, 1974 (Rescinded); Item 5-901-R0774, July 8, 1974 (Rescinded); Continuing Education Recommendations Approved by the Board of Regents, July 12, 1976 (Rescinded); Item 17-007-R0777, July 11, 1977, as revised April 11, 1978, and November 2, 1979, Board of Regents Minutes, December 12, 1978, Administrative regulations, March 27, 1984.

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SUBJECT: ACADEMIC AFFAIRS

PAGE: 304.2 (1 of 3)

Section: 304.2 Continuing education; non-credit programs

Effective: Mar. 27, 1984

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

1. Direct costs for non-credit continuing education programs, whether designated non-credit or CEU programs, shall be self-supporting through collected fees or designated funds.
2. Indirect costs of non-credit continuing education programs shall be funded from collected fees or designated funds or in part through the current unrestricted operating funds of the unit.
3. Enrollment in continuing education non-credit programs shall not be counted and reported as part of each unit's regular enrollment, but shall be reported to the Commissioner of Higher Education under guidelines to be established by the Commissioner.
4. The units of Montana University System are authorized to award the Continuing Education Unit (CEU) as part of their continuing education programs.
5. Units of Montana University System shall maintain their present activities in continuing education and strengthen the cooperative effort among the six campuses, the community colleges and the private colleges.
6. Each unit shall establish procedures for the academic approval of continuing education non-credit offerings.
7. Credit options may be available for non-credit programs if the credit is approved by the appropriate academic unit. The total charge for credit option programs must be equal to or greater than the Board of Regents fee per credit hour for an equivalent number of hours. Exceptions to this fee structure may be granted by the Commissioner of Higher Education.
8. If a course is proposed to be offered in a community, the institution located closest to that community shall be notified so that it can respond to the course proposal assuming the course falls within the role and scope of the closest institution. If that institution is unable or unwilling to respond to the course proposal the proposing unit may offer the course. Adjunct professors shall be supervised by the unit offering the course. The university units should include the private colleges, community colleges and vocational/technical centers in the administration of this policy.
9. No unit shall withhold approval unless it actually plans to offer an essentially equivalent course in the same semester and in a location reasonably accessible to the same clientele.
10. Where possible, plans should be made to deliver structured educational programs rather than individual courses.

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Effective: Mar. 27, 1984

Issued: Sept. 28, 1994

Approved: *E. Wheat*

11. In courses in which veterans who are eligible for fee waivers are enrolled, the minimum class size may be increased by the number of such veterans.

12. The awarding of Continuing Education Units will be confined to those significant learning experiences at the postsecondary level for which academic credit is not traditionally awarded but which are of sufficient professional, technical or vocational stature as to merit some kind of recognition.

Administrative procedures:

When any unit of the Montana University System receives a request for a course, workshop, program, etc., which is not within the assigned role and scope of that unit, the following procedures should be used.

I. The continuing education department receiving the request should:

- A. Inform the person making the request that someone from the University System will contact them in the near future.
- B. Contact the institution with the role and scope designation who shall assume full responsibility for further follow-up of the request.

II. The continuing education department with the role and scope designation shall respond to the request for the continuing education activity by:

- A. Determining the feasibility and/or appropriateness of the requested proposal.
- B. Determining the method of delivery.

Contact with the person making the request may be necessary to obtain the information needed about the program. Regardless of the circumstances the person making the request should be contacted as soon as possible but no later than one week.

Activities which are multidisciplinary may be offered by an institution if the primary emphasis of the activity falls within the institution's role and scope. For example, The University of Montana could offer a workshop on "The Law and Nursing" provided the emphasis of the workshop is on law and not upon the practice of nursing.

- A. An institution planning multidisciplinary activities should inform the other institutions with component role and scope programs. Joint sponsorship may be an advantage.

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Effective: Mar. 27, 1984

Issued: Sept. 28, 1994

Approved: *E. Wheat*

- B. Approval by the other institution is not required provided the primary emphasis of the activity falls within the sponsoring institution's role and scope.

Options for Delivery.

The institution with the role and scope designation determines one of the four delivery systems as follows:

- A. The role and scope unit delivers the complete program.
- B. There is equal division of responsibilities and equal division of finances by co-sponsoring institutions. The institution with the role and scope designation will control the assignment of responsibilities; the other institution has the option of accepting or rejecting those terms.
- C. The institution with the role and scope designation accepts major program responsibilities, but contracts with the institution receiving the request for some services. The services and fees may vary and are agreed upon in writing.
- D. The role and scope unit permits the institution originally contacted to develop and provide the program. However, granting and recording the credit is the role and scope unit's responsibility. Written permission is granted to the proposed sponsoring institution by the institution with the role and scope designation. Restrictions and terms should also be specified in writing at that time.

If the institution with the role and scope designation determines that the proposed program is not appropriate then no unit of the system will offer the program unless it is reviewed and approved by the Office of the Commissioner.

Definitions:

1. One Continuing Education Unit (CEU) is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. Continuing Education Units are not applicable to, nor can they be translated into, credits for a degree. This does not alter the prerogative of faculties to grant academic credit for nontraditional educational experiences such as CLEP, examination challenges, etc.

2. Direct costs are defined as the instructional costs associated with an individual course, such as instructor stipend, travel costs, rental of space for the course, and promotion of the course.

History:

Item 8-001-R0675, June 9, 1975 (Rescinded); Continuing Education Recommendations Approved by the Board of Regents July 12, 1976 (Rescinded); Item 17-008-R0777, July 11, 1977, as revised April 11, 1978, and November 2, 1979, Board of Regents Minutes, December 12, 1978, Administrative regulations, March 27, 1984.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Jan. 7, 1980

Section: 305.1

Registration; simultaneous

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

1. In order to make the best use of educational resources and provide maximum educational opportunity, simultaneous registration is authorized at two units of the Montana University System, where this is feasible and beneficial to the student.

2. This policy does not apply to continuing education or extension courses and it does not apply to summer session, except for the case where the student attends the full summer session at both institutions.

3. The Commissioner of Higher Education shall promulgate guidelines to implement this policy.

Procedures:

1. A student who wishes to attend simultaneously two units of the Montana University System must pay the application fee to each unit and be admitted to each unit.

2. The student must register at each unit for the course(s) to be taken from that unit, and pay fees for those course(s) as determined by the fee schedule for each institution. The student must pay health service fees and student activity fees only at the institution where he/she resides for the major portion of the semester, and is therefore entitled to a refund of health service and student activity fees paid at the institution where he/she resided for the minor portion of the semester, if these fees were paid at both institutions.

3. To request a refund of excess fees paid because of simultaneous registration at two units, the student must initiate a "Request for Refund" form between the end of the fifth week of instruction and the end of the semester concerned.

4. On the "Request for Refund" form the student will list the names of the units attended, the dates of attendance, and receipt numbers.

5. The business office of the institution where the student applies for the refund will complete the information applicable to that institution (lines 1 through 9, column 1 only), and submit the partially completed form to the business office of the second institution.

6. The business office of the second institution will complete the remainder of the form, compute the total amount of the refund and remit the refund to the student. This business office will then bill the first business office for its share of the refund. Payment will be made on a no-warrant transfer.

7. The refund is the difference between the sum of student fees paid at each institution for registration, incidental, building fees, nonresident building fees and nonresident incidental fees and the sum

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Effective: Jan. 7, 1980

Section: 305.1

Registration; simultaneous

Issued: Sept. 28, 1994

Approved: *E. Wheat*

of student charges which would be assessed if each institution's student charge were weighted proportionately to its student credit hours. The formula for the computation is:

$$R = [A + B - (C + D)] + E$$

where

R = Total Refund = Refund paid by first institution plus refund paid by second institution plus refund for student activity and health service fees paid to institution where student resided for the minor portion of the semester, if these fees were paid at both institutions.

A = Actual student fees paid to the first institution

B = Actual student fees paid to the second institution

C =	Student fees that should have been paid to the first institution	Student credit hours at first institution = _____ X Total student credit hours taken	Student fee charged if total credit hours had been taken at first institution
-----	--	--	---

D =	Student fees that should have been paid to the second institution	Student credit hours at second institution = _____ X Total student credit hours taken	Student fee charged if total credit hours had been taken at second institution
-----	---	---	--

E = Refund for health service and student activity fees paid at institution where the student resided for minor portion of semester if these fees were paid at both institutions.

Refund paid by first institution = A - C + E*

Refund paid by second institution = B - D + E*

*"E" added where applicable.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Jan. 7, 1980

Section: 305.1

Registration; simultaneous

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Form:

The attached form must be used when requesting a refund of excess fees paid because of simultaneous registration.

History:

Item 15-001-R1276, December 13, 1976; as revised January 7, 1980: Memo from Lawrence K. Pettit, Commissioner of Higher Education to Presidents, March 11, 1977, "Simultaneous Registration at Two Units of the University System".

MONTANA UNIVERSITY SYSTEM

Request for Refund of Excess Fees Paid Because of Simultaneous Attendance at Two Units of the Montana University System

Name ▶				Social Security ▶ Number	
	LAST NAME	FIRST NAME	M. I.		
Mailing Address ▶					
	P. O. BOX OR STREET ADDRESS		CITY	STATE	ZIP
Names of Units Attended ▶					
Dates of Attendance ▶					
Receipt Numbers ▶					
Signature ▶				Date ▶	

▼ FOR OFFICE USE ONLY ▼

Institution Names ▶		INSTITUTION A	INSTITUTION B	TOTAL CREDITS		
1	Credits Carried					
2	Health Service Fees					
3	Student Activity Fees					
Computation of Refund		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
		Actual Amount Paid	Normal Cost for Total Cr. (Line 1 Total) at Unit's Rate	Actual Amount Paid	Normal Cost for Total Cr. (Line 1 Total) at Unit's Rate	TOTAL Amount of Refund (Col. 1 + 3)
4	Registration Fees					
5	Incidental Fees					
6	Building Fees					
7	Nonresident Building Fees					
8	Nonresident Incidental Fees					
9	TOTALS					
10	Ratio of credit hours taken at each unit over total credit hours		_____		_____	
11	Amount that should have been paid (Line 9 [column 2 or 4] X Line 10)					
12	Enter amount from Line 11					
13	Amount of refund (Line 9 - Line 12)					
14	Add: Refund* for activity and health service fees at one unit if paid at both					
15	TOTAL refund (Line 13 + Line 14)					

*This refund entails relinquishment of student activity and health service identification cards at the unit where the student resided for the minor portion of the quarter or semester.

Prepared by				
	NAME AND TITLE	UNIT	SIGNATURE	DATE

MONTANA UNIVERSITY SYSTEM
Request for Refund
of Excess Fees Paid Because of Simultaneous Attendance
at Two Units of the Montana University System

Name ▶				Social Security ▶	
	LAST NAME	FIRST NAME	M. I.	Number	
Mailing Address ▶					
	P. O. BOX OR STREET ADDRESS	CITY	STATE	ZIP	
Names of Units Attended ▶					
Dates of Attendance ▶					
Receipt Numbers ▶					
Signature ▶				Date ▶	

FOR OFFICE USE ONLY

Institution Names ▶		INSTITUTION A	INSTITUTION B	TOTAL CREDITS		
1	Credits Carried					
2	Health Service Fees					
3	Student Activity Fees					
Computation of Refund		COLUMN 1 Actual Amount Paid	COLUMN 2 Normal Cost for Total Cr. (Line 1 Total) at Unit's Rate	COLUMN 3 Actual Amount Paid	COLUMN 4 Normal Cost for Total Cr. (Line 1 Total) at Unit's Rate	COLUMN 5 TOTAL Amount of Refund (Col. 1 + 3)
4	Registration Fees					
5	Incidental Fees					
6	Building Fees					
7	Nonresident Building Fees					
8	Nonresident Incidental Fees					
9	TOTALS					
10	Ratio of credit hours taken at each unit over total credit hours					
11	Amount that should have been paid (Line 9 [column 2 or 4] × Line 10)					
12	Enter amount from Line 11					
13	Amount of refund (Line 9 – Line 12)					
14	Add: Refund* for activity and health service fees at one unit if paid at both					
15	TOTAL refund (Line 13 + Line 14)					

*This refund entails relinquishment of student activity and health service identification cards at the unit where the student resided for the minor portion of the quarter or semester.

Prepared by			
	NAME AND TITLE	UNIT	SIGNATURE
			DATE

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PAGE: 305.2 (1 of 1)

Effective: May 19, 1994

Issued: Sept. 28, 1994

Approved: *E. Wheat*

SUBJECT: ACADEMIC AFFAIRS

Section: 305.2 Common Academic Calendar

Board policy:

1. All units of the Montana University System shall establish an academic calendar which a) maintains a semester system in which the fall session ends prior to the Christmas holiday, b) complies with requirements of the Northwest Association of Schools and Colleges pertaining to minimum instructional hours and days, and c) permits each campus of The University of Montana and Montana State University to identify breaks, starting and ending dates for each semester (including summer and interim terms) and the length of class periods.

History:

Board of Regents Minutes, December 12, 1986 and January 22, 1988; Item 75-001-R0592, Common academic calendar. June 18, 1992 as revised May 19, 1994.

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PAGE: 305.2.1 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: Sep. 18, 1987

Section: 305.2.1 Common academic calendar;
Vocational technical centers

Issued: Sept. 25, 1987

Approved: *P.C. Tuckman*

Board policy:

1. The Commissioner of Higher Education and the directors of the vocational technical centers are directed to begin planning for the conversion no later than Fall 1991 from quarter to semester academic calendars at the vocational technical centers. Conversion may be accomplished earlier if the commissioner deems it advisable.

History:

Item 57-7001-R0987, Semester conversion; vocational technical centers,
Sept. 18, 1987

0509Z

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Policy and Procedures Manual

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SUBJECT: ACADEMIC AFFAIRS

Effective: July 11, 1977

Section: 306 Summer session; general

Issued: July 12, 1977

Approved: *P.C. Dunbar*

Board policy:

1. Credit offerings for summer session courses must fall within the role and scope approved by the Board of Regents for each unit of the Montana University System.

History:

Item 2-008-R0973, Policy Regarding Continuing Education, Extension and Summer Session Courses, Montana University System, September 10, 1973 (Rescinded); Item 17-010-R0777, Policy Regarding Summer Session Courses, Montana University System, July 11, 1977.

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PAGE: 308.1 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: Feb. 6, 1976

Section: 308.1 Faculty exchange agreements

Issued: Nov. 1, 1977

Approved: *P.C. Tumbler*

Board policy:

1. The presidents of the units of Montana University System are authorized to enter into faculty exchange agreements with other institutions of higher education.

Procedures:

1. The agreement must be approved by the Commissioner of Higher Education;

2. the exchanged faculty members shall remain in the employ of their respective institutions;

3. all rights, benefits and privileges of employment of the exchanged faculty member shall be retained during the period that such faculty member is away from the home campus in exchange status;

4. the salary of the exchanged faculty member shall continue to be paid by the institution authorizing the exchange; and

5. arrangements for reimbursement to the affected faculty members for travel and transportation expense shall be agreed upon between the two exchanging institutions and approved by the president of the Montana institution before such exchange shall be authorized.

History:

Item 11-003-R0276, Policy Regarding Faculty Exchange Agreements, Montana University System, February 6, 1976.

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Policy and Procedures Manual

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SUBJECT: ACADEMIC AFFAIRS

Effective: Sept. 30, 1977

Section: 309.1 Course credits: short courses
and workshops

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Administrative policy:

1. The method for awarding credit for short courses and workshops should be consistent with the method used in the regular academic program.

Procedures:

1. The credit awarded for short courses and workshops should be adjusted so that a full-time student normally earns credit at the rate of 1-1/2 credits per week, with a maximum of two credits per week.

2. If pre- or post-session work is required of students, the amount of credit awarded may be adjusted accordingly. Any such requirements should be clearly set forth in publicity and brochures.

3. If pre-session work is required, and a student arrives who has not done the work, he should be refused entrance to the workshop or short course.

Rationale:

Credit recommendations are expressed in semester credit hours. In determining semester hour recommendations, evaluators use the following guidelines:

1. One semester credit hour for each 15 hours of classroom contact plus 30 hours of outside preparation or the equivalent; or

2. One semester credit hour for each 30 hours of laboratory work plus necessary outside preparation or its equivalent, normally expected to be 15 hours; or

3. One semester credit hour for not less than 45 hours of shop instruction (contact hours) or the equivalent.

History:

Guidelines issued by the Commissioner of Higher Education, September 30, 1977

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 310.2 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: April 21, 1980

Section: 310.2 Degree programs; general -
community colleges

Issued: May 15, 1980

Approved: *O.E. Smith*

Statutory authority: M.C.A. 20-15-103(4); M.C.A. 20-15-105

Board policy:

1. Community colleges may offer the associate in arts degree, associate in science, associate in applied science degree and certificates of completion in those academic, occupational and vocational areas approved by the board of trustees.

In accordance with M.C.A. 20-15-108, a community college district shall be prohibited from granting baccalaureate degrees.

History:

Item 4-006-R0474, Degree and certificate offerings, Montana Community Colleges, April 8, 1974, as revised April 21, 1980.

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PAGE: 310.3 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: Sep. 18, 1987

Section: 310.3 Degree programs;
General -
Independent colleges

Issued: Sep. 25, 1987

Approved: *PCT*

Board policy:

1. Yellowstone Baptist College is authorized to offer baccalaureate programs in the State of Montana. (1)

2. Mountain States Baptist College is authorized to offer baccalaureate programs in the State of Montana. (2)

3. Montana Bible College is authorized to offer the baccalaureate program in Biblical Studies in the State of Montana. (3)

4. Stone Child College is authorized to offer associate degree programs and award associate degrees therefor. (4)

History:

(1) Item 46-001-R1284; Baccalaureate Programs, Yellowstone Baptist College, December 14, 1984

(2) Item 49-007-R1085; Baccalaureate Programs - Mountain States Baptist College; October 25, 1985

(3) Item 56-003-R0787; Baccalaureate Degree Program - Montana Bible College, July 24, 1987

(4) Item 57-002-R0987; Authorization to award associate degrees; Stone Child College, Sept. 18, 1987

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MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 311 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: Apr. 27, 1990

Section: 311 Degree credit programs;
Western Montana College of
the University of Montana

Issued: Dec. 26, 1990

Approved: *P.D. Brody*

Board policy:

The following degree credit programs are authorized for Western Montana College of the University of Montana:

1. General authorization:

Associate of Arts, July 10, 1972
Associate of Science, July 10, 1972
Bachelor and Masters, elementary and secondary education,
April 12, 1954

2. Specific authorization:

	<u>Associate</u>	<u>Bachelor</u>	<u>Master</u>
American Studies		(5)	
Business		(6)	
Early Childhood Education	A.A. (8)		
Education			(4)
Elementary Education		B.S. (1)	
Information Processing	A.S. (7)		
Liberal Studies		B.L.S. (10)	
Natural Heritage		(3)	
Secondary Education		B.S. (1, 2)	
Tourism and Recreation	A.S. (9)		

-
- (1) Policy book, June 4, 1964.
 - (2) Reinstatement of teaching majors in Art, Business, Industrial Arts and Music approved 4/10/67.
 - (3) Item 18-601-R0977, September 12, 1977. Board of Regents Minutes, January 9, 1987 (B.S. in Natural Heritage discontinued Fall 1990).
 - (4) Board of Regents Minutes, June 26, 1981. Item 61-101-R1188, January 27, 1989 (Masters in Education discontinued Fall, 1990).
 - (5) Item 39-601-R0683, July 29, 1983. Board of Regents Minutes January 9, 1987 (B.A. in American Studies discontinued Fall 1990).
 - (6) Item 39-602-R0683, July 29, 1983. Board of Regents Minutes January 9, 1987 (B.S. in Business discontinued Fall 1990).
 - (7) Item 46-601-R1284, March 22, 1985.
 - (8) Item 55-607-R0687, July 24, 1987.
 - (9) Item 59-601-R0688, September 15, 1988.
 - (10) Item 66-101-R1289, April 27, 1990.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 311.1 (1 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: March 5, 1982

Section: 311.1 Teacher education programs,
Western Montana College

Issued: March 19, 1982

Approved: *PC Tucker*

Board policy:

1. The following teacher education programs are authorized at Western Montana College.

Elementary Education

Broadfields and Extended Majors: (60-90 cr.)

Art K-12
Business Education
Business Education (Secretarial Occupations)
Industrial Arts
Music K-12
Physical Education and Health K-12
General Science
Social Science
English (program must include a minimum of 15 cr. in Dramatics
or Speech Communication; minimum of 15 cr. in each field
recommended)

Majors: (45-59 cr.)

Art K-12
Business Education
Business Education (Secretarial Occupations)
English
Physical Education and Health K-12
Biology
Physical Science
History
Industrial Arts
Mathematics
Music K-12

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SUBJECT: ACADEMIC AFFAIRS

Effective: March 5, 1982

Section: 311.1 Teacher education programs,
Western Montana College

Issued: March 19, 1982

Approved: *P. C. Dandrea*

Minors: (30-44 cr.)(1)

Art K-12
Business Education
Business Education (Secretarial Occupations)
English
Guidance and Counseling K-12 (3/5/82;2)
Health
Industrial Arts
Library K-12
Mathematics
Music K-12
Physical Education and Health K-12
Reading Specialist K-12
Biology
Chemistry
Physics
History

History:

(1) Item 26-601-R0180, Teacher education programs, Western Montana College, January 7, 1980; Item 26-604-R0180, Library K-12 Minor, Western Montana College, April 21, 1980.

(2) Item 30-601-R0181, March 5, 1982.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Dec. 11, 1987

Section: 312 Degree credit programs;
Eastern Montana College

Issued: Feb. 19, 1988

Approved: *PCJunker*

Board policy:

The following degree credit programs are authorized for Eastern Montana College:

1. General authorization:

Associate of Arts, July 10, 1972
Associate of Science, July 10, 1972
Bachelor of Arts, February 7, 1966; February 12, 1968
Bachelor of Science, February 7, 1966; February 12, 1968
Bachelor and Master of Science, Elementary Education
Bachelor of Science in Secondary Education, April 12, 1954

2. Specific authorization Associate Bachelor Master

Art		B.A. (6/3/70)	
Biology		B.A., B.S. (4/4/66)	
Business Administration		B.A. in B.A. (9/10/79;17)	
		B.S. in B.A. (9/10/79;17)	
Chemistry		B.A., B.S. (4/4/66)	
Communication Arts		B.A. (2/7/72)	
Early Childhood Education	A.A. (12/11/82;23)		
Economics		B.A., B.S. (7/22/80;19)	
Education		B.S. Ed. (1)	
		M.Ed. (22,27)	
English		B.A. (4/4/66)	
German		B.A. (6/30/70; (5))	
History		B.A. (4/4/66)	
Human Services		B.S. (1981;21)	
Mathematics		B.A., B.S. (4/4/66)	
Music		B.A. (6/30/70; (6))	
Psychology		B.A., B.S. (7/14/69;(10))	
Rehabilitation and Related Services		B.S. in R.R.S. (7/10/72)	
Rehabilitation Counseling			M.S. in Rehabili tation Counseling (6/3/68)

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Eastern Montana College

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Approved: *PC [Signature]*

Sociology
Spanish
Special Education

B.A., B.S. (9/76)
B.A. (13)
M.S. in
Special
Education
(7/75;(15))
Option in
Education
of the
Hearing
Impaired
(6/82;24)

Minors (where there is no authorized bachelor's program):

Liberal Arts

Computer Science (20)
Early Childhood Studies (26)
Earth Science (2)
Economics (3)
French
Library Science
Native American Studies
Philosophy (8)
Political Science (9)
Scandinavian Studies (11)
Statistics (25)
Therapeutic Recreation (16)

-
- (1) Policy book, June 4, 1964
 - (2) Approved as addition to options in liberal arts and teacher education curricula 6/3/68
 - (3) Teaching minor approved 6/3/70; teaching minor for liberal arts majors approved with stipulation it not constitute a major, 2/7/72
 - (4) B.S. in Education expanded to include this teaching major 6/70
 - (5) Also authorizes a teaching major
 - (6) Teaching major reinstated 7/10/67

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SUBJECT: ACADEMIC AFFAIRS

Effective: Dec. 11, 1987

Section: 312 Degree credit programs;
Eastern Montana College

Issued: Feb. 19, 1988

Approved: *PC Drunken*

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- (7) Minor in Native American Studies approved 7/75
 - (8) Philosophy minor for liberal arts majors approved with stipulation it not constitute a major, 7/10/72
 - (9) Approved as liberal arts minor 2/7/72 with stipulation it not constitute a major; approved as minor for teaching majors 7/10/72
 - (10) Secondary education major deferred 7/75
 - (11) Minor in Scandinavian studies approved 4/12/77
 - (12) Sociology minor for B.S. in Education majors approved 7/10/72; M.S. not approved 10/24/75
 - (13) Liberal arts and teaching major approved 7/10/72
 - (14) Teaching major approved 6/3/68
 - (15) Changes in title from M.S. in Education (Elementary - Special Education to M.S. in Special Education approved 7/75
 - (16) Minor approved
 - (17) Item 25-702-R0979, September 10, 1979
 - (18) Item 27-702-R0480, July 22, 1980; B.S. in Aviation Operations rescinded 3/22/85; Item 46-701-R0285
 - (19) Item 27-702-R0680, July 22, 1980
 - (20) Item 28-701-R0780, Sept. 9, 1980
 - (21) Item 27-703-R0680, Feb. 6, 1981
 - (22) Board of Regents' Minutes, June 26, 1981
 - (23) Item 33-701-R1081, Dec. 11, 1981
 - (24) Item 35-704-R0582, June 28, 1982
Joint degree program with University of Montana
 - (25) Item 38-702-R1282, Jan. 21, 1983
 - (26) Item 37-701-R0183, Mar. 4, 1983. Item was approved with stipulation that students must be made aware that the minor does not qualify them for any kind of certification for teaching in Montana or any other state and this fact must be clearly stated in the institution's catalog and in any promotional material.
 - (27) Item 57-704-R0987, Dec. 11, 1987 authorized EMC to add an option in educational computing to the Master of Education program.

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MONTANA UNIVERSITY SYSTEM

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SUBJECT: ACADEMIC AFFAIRS

Effective: Jan. 21, 1983

Section: 312.1 Teacher education programs;
Eastern Montana College

Issued: Feb. 1, 1983
Approved: *G.C. Durbin*

Board policy:

1. The following teacher education programs are authorized at Eastern Montana College:

Elementary Education

Broadfields and Extended Majors: (60-90 cr.)

Art K-12

Business Education

Business Education (Secretarial Occupations)

Exceptional Children K-12

Music K-12

Physical Education and Health K-12

General Science

Social Science

English (program must include a minimum of 15 cr. in

Dramatics or Speech Communication;

minimum of 15 cr. in each field recommended)

Majors: (45-59 cr.)

Art K-12

Business Education

Business Education (Secretarial Occupations)

English

Exceptional Children K-12

Spanish

German

Guidance and Counseling K-12 (graduate program)

Mathematics

Music K-12

Physical Education and Health K-12

Biology

Chemistry

Physical Science

History

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SUBJECT: ACADEMIC AFFAIRS

Effective: Jan. 21, 1983

Section: 312.1 Teacher education programs;
Eastern Montana College

Issued: Feb. 1, 1983

Approved: *G.C. Dunbar*

Minors: (30-44 cr.)

Art K-12
Business Education
Business Education (Secretarial Occupations)
Dramatics
English
Exceptional Children K-12
French
Spanish
German
Health
LibraryK-12
Mathematics
Music K-12
Physical Education and Health K-12
Reading Specialist K-12
Biology
Chemistry
Earth Science
Physics
Economics
Geography
Government
History
Psychology
Sociology
Speech Communication

History:

Item 26-701-R0180, Teacher education programs, Eastern Montana College, January 7, 1980; Item 38-701-R1282, Health Education Minor approved with stipulation that if the student's major is Health and Physical Education, then a minor other than Health is required, January 21, 1983.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Oct. 25, 1990

Section: 313 Degree credit programs;
Northern Montana College

Issued: Dec. 26, 1990

Approved: *P. D. Brook*

Board policy:

The following degree credit programs are authorized for Northern Montana College:

1. General authorization:

Associate of Arts, July 10, 1972
Associate of Science, July 10, 1972
Bachelor and Masters, Elementary and Secondary Education,
April 12, 1954

2. Specific authorization Associate Bachelor Master

Automotive		B.T. (7/28/75)	
Business		B.T. (4/21/80;2)	
Applied Agriculture minor (10/25/90;11)			
Computer Information Systems	A.S. (9/14/89;4)		
Computer Information Systems minor (8)			
Diesel Technology		B.T. (1/16/78;1)	
Drafting		B.T. (7/28/75)	
Education			M.Ed. (7)
Electronics		B.T. (7/28/75)	
Elementary Education		B.S.	
Engineering Technology	A.S. (4/13/64)		
Construction Engineering			
Mechanical Engineering			
Electronics Engineering			
English		B.A. (7/14/69)	
Environmental Health:			
Water Quality Technology	A.S. (2/76;6)		
Farm Mechanics		B.T. (4/21/80;3)	
Guidance and Counseling K-12			
Graduate minor (2/84;9)			
History		B.A. (7/14/69)	
Canadian Studies (Liberal Arts minor (10/28/77))			

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SUBJECT: ACADEMIC AFFAIRS

Effective: Oct. 25, 1990

Section: 313 Degree credit programs;
Northern Montana College

Issued: Dec. 26, 1990

Approved: *P. D. Brooks*

<u>2. Specific authorization</u> (Continued)	<u>Associate</u>	<u>Bachelor</u>	<u>Master</u>
Industrial Technology		B.S. (4/13/64)	
Automotive Mechanics			
Electronics			
Interdisciplinary Studies		B.A., B.S. (4/21/80;5)	
Mechanical		B.T. (7/28/75)	
Metals Technology	A.S. (9/12/77)		
Native American Studies			
(Liberal Arts minor (10/28/77))			
Nursing	A.S. (6/7/65)	B.S. (10)	
Secondary Education		B.S. (1954)	
Trade and Technical Studies		B.T. (7/28/75)	
Vocational-Technical Education		B.S.	
Automotive Technology (7/30/81)			
Diesel Technology (1/16/78;1)			
Drafting (7/10/67)			
Electronics (7/30/81)			
Trade & Technical (6/3/68)			

(1) Item 18-804-R0977 approved January 16, 1978, authorized a Bachelor of Technology in Diesel Technology and a major in Diesel Technology under the B.S. degree in Vocational-Technical Education.

(2) Item 26-804-R0380, Authorization to grant a major in Business leading to the Bachelor of Technology degree, and a minor in Business for students pursuing other majors, April 21, 1980.

(3) Item 26-803-R0380, Authorization to grant a major in Farm Mechanics leading to the Bachelor of Technology degree, April 21, 1980.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Oct. 25, 1990

Section: 313 Degree credit programs;
Northern Montana College

Issued: Dec. 26, 1990

Approved: *P. D. Brooks*

(4) Item 26-802-R0380, Authorization to grant the degree of Associate of Science in Computer Technology, April 21, 1980; Item 63-802-R0689, Authorization to change the degree title of A.S. in Computer Technology to A.S. in Computer Information Systems, Sept. 14, 1989.

(5) Item 26-805-R0380, Authorization to grant the degrees of Bachelor of Arts and Bachelor of Science in Change and Values, April 21, 1980; Item 38-802-R0383, change of title to Interdisciplinary Studies, April 11, 1983.

(6) Item 27-801-R0480, changed the name of the Associate of Science Degree in Environmental Health: Water and Wastewater Technology to Environmental Health: Water Quality Technology, June 23, 1980.

(7) Degree titles of M.S. in Elementary Education and M.S. in Industrial Arts Education changed to Master of Education, with four options: Career Guidance and Counseling, Elementary Education, Industrial Arts Education and Vocational Education. Board of Regents Minutes, June 26, 1981.

(8) Item 39-802-R0683, Sept. 17, 1983. Minor for students majoring in Bachelor of Technology programs or for B.A./B.S. students majoring in Interdisciplinary Studies; Item 63-802-R0689, Change of title from minor in Information Processing Technology to minor in Computer Information Systems, September 14, 1989.

(9) Item 42-801-R1283, March 2, 1984, Authorization to Grant a Graduate Minor in Guidance and Counseling K-12.

(10) Item 56-801-R0787, Baccalaureate Program in Nursing, Multi-entry, Multi-exit, October 29, 1987.

(11) Item 68-802-R0790, Oct. 25, 1990, Authorization to offer a minor in Applied Agriculture to support the Business Technology degree.

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Effective: Oct. 25, 1990

Section: 313 Degree credit programs;
Northern Montana College

Issued: Dec. 26, 1990

Approved: *P.D. Brooks*

2. <u>Specific authorization</u> (Continued)	<u>Associate</u>	<u>Bachelor</u>	<u>Master</u>
Industrial Technology		B.S. (4/13/64)	
Automotive Mechanics			
Electronics			
Interdisciplinary Studies		B.A., B.S. (4/21/80;5)	
Mechanical		B.T. (7/28/75)	
Metals Technology	A.S. (9/12/77)		
Native American Studies			
(Liberal Arts minor (10/28/77))			
Nursing	A.S. (6/7/65)	B.S. (10)	
Secondary Education		B.S. (1954)	
Trade and Technical Studies		B.T. (7/28/75)	
Vocational-Technical Education		B.S.	
Automotive Technology (7/30/81)			
Diesel Technology (1/16/78;1)			
Drafting (7/10/67)			
Electronics (7/30/81)			
Trade & Technical (6/3/68)			

(1) Item 18-804-R0977 approved January 16, 1978, authorized a Bachelor of Technology in Diesel Technology and a major in Diesel Technology under the B.S. degree in Vocational-Technical Education.

(2) Item 26-804-R0380, Authorization to grant a major in Business leading to the Bachelor of Technology degree, and a minor in Business for students pursuing other majors, April 21, 1980.

(3) Item 26-803-R0380, Authorization to grant a major in Farm Mechanics leading to the Bachelor of Technology degree, April 21, 1980.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Oct. 25, 1990

Section: 313 Degree credit programs;
Northern Montana College

Issued: Dec. 26, 1990

Approved: *P. D. Broder*

(4) Item 26-802-R0380, Authorization to grant the degree of Associate of Science in Computer Technology, April 21, 1980; Item 63-802-R0689, Authorization to change the degree title of A.S. in Computer Technology to A.S. in Computer Information Systems, Sept. 14, 1989.

(5) Item 26-805-R0380, Authorization to grant the degrees of Bachelor of Arts and Bachelor of Science in Change and Values, April 21, 1980; Item 38-802-R0383, change of title to Interdisciplinary Studies, April 11, 1983.

(6) Item 27-801-R0480, changed the name of the Associate of Science Degree in Environmental Health: Water and Wastewater Technology to Environmental Health: Water Quality Technology, June 23, 1980.

(7) Degree titles of M.S. in Elementary Education and M.S. in Industrial Arts Education changed to Master of Education, with four options: Career Guidance and Counseling, Elementary Education, Industrial Arts Education and Vocational Education. Board of Regents Minutes, June 26, 1981.

(8) Item 39-802-R0683, Sept. 17, 1983. Minor for students majoring in Bachelor of Technology programs or for B.A./B.S. students majoring in Interdisciplinary Studies; Item 63-802-R0689, Change of title from minor in Information Processing Technology to minor in Computer Information Systems, September 14, 1989.

(9) Item 42-801-R1283, March 2, 1984, Authorization to Grant a Graduate Minor in Guidance and Counseling K-12.

(10) Item 56-801-R0787, Baccalaureate Program in Nursing, Multi-entry, Multi-exit, October 29, 1987.

(11) Item 68-802-R0790, Oct. 25, 1990, Authorization to offer a minor in Applied Agriculture to support the Business Technology degree.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 314 (1 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: Mar. 22, 1990

Section: 314 Degree credit programs;
Montana College of Mineral
Science and Technology

Issued: Dec. 26, 1990

Approved: *P. D. Brink*

Board policy:

The following degree credit programs are authorized for the Montana College of Mineral Science and Technology:

1. General authorization:

Associate of Arts, July 10, 1972
Associate of Science, July 10, 1972

2. Specific authorization Associate Bachelor Master

Business Minor (June 16, 1988; 7)			
Business Administration		(5)	
Chemistry		B.S. (7/14/69)	
Computer Science		B.S. (1981;4)	
Engineering	A.S.		
Engineering Science		B.S. (1)	M.S. (2/12/68)
Environmental Engineering		B.S. (12/14/70)	M.S. (3/22/90;9)
Geochemistry			M.S. (10/1975)
Geological Engineering		B.S. (1)	M.S. (1)
Geology			M.S. (1)
Geophysical Engineering		B.S. (1)	M.S. (7/14/69)
Industrial Hygiene			M.S. (10/82;6)
Mathematics		B.S. (7/14/69)	
Metallurgy			M.S.
Metallurgical Engineering		B.S. (1)	M.S. (1)
Mineral Processing			M.S. (3)
Mineral Processing Engineering		B.S. (7/75;1;4)	M.S. (7/75;1,2)
Mining Engineering		B.S. (1)	M.S. (1)
Occupational Safety & Health		B.S. (9/1975)	
Petroleum Engineering		B.S. (1)	M.S. (1)
Society and Technology		B.A., B.S. (4/76)	
Technology and Business Development		B.S. (6/21/89;8)	

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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SUBJECT: ACADEMIC AFFAIRS

Effective: Mar. 22, 1990

Section: 314 Degree credit programs;
Montana College of Mineral
Science and Technology

Issued: Dec. 26, 1990

Approved: *P.D. Brink*

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- (1) Policy book, June 4, 1964.
 - (2) B.S. and M.S. in Mineral Dressing Engineering approved 12/16/63; prior to 1963, it was an option of Metallurgical Engineering; July 1975, name changed to Mineral Processing Engineering.
 - (3) While specific authorization cannot be discovered, the degree has been awarded since 1936.
 - (4) Item 29-501-R1080, Feb. 6, 1981.
 - (5) Item 34-502-R1281, March 5, 1982. This program discontinued Fall of 1990.
 - (6) Item 35-502-R0582, October 29, 1982.
 - (7) Item 58-501-R0388, Approval of Proposed Minor in Business, Montana College of Mineral Science and Technology, June 16, 1988.
 - (8) Item 62-502-R0189, June 21, 1989.
 - (9) Item 63-501-R1089, March 22, 1990.

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MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 315 (1 of 5)

SUBJECT: ACADEMIC AFFAIRS

Effective: June 20, 1991

Section: 315 Degree credit programs;
University of Montana

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

The following degree credit programs are authorized for the University of Montana:

1. General authorization:

Associate of Arts, July 10, 1972

Associate of Science, July 10, 1972

Bachelor and Master, Elementary and Secondary Education,

April 12, 1954

2. Specific authorization

	<u>Bachelor</u>	<u>Master</u>	<u>Doctor</u>
Accountancy		M.Acc. (24)	
Administrative Sciences		M.A.S. (27)	
Anthropology	B.A. (1)	M.A. (1)	
Art	B.A., B.F.A.	M.A., M.F.A. (1)	
Biochemistry		M.S.	Ph.D. (29)
Biology	B.S.		
Biological Science		M.S.T.	
Botany	B.A. (1)	M.A.	Ph.D. (1)
Business Administration	B.S.(1,10)	M.B.A. (2)	
Chemistry	B.A. (1)	M.S. (1)	
	B.S. (4/64)	M.S.T. (teaching) (4/65)	Ph. D. (1958)
Classics	B.A. (7/72)		
Communication Sciences & Disorders	B.A.	M.A., M.C.S.D.	
Computer Science	B.S. (6/70)	M.S. (15)	
Creative Writing		M.F.A.	
Dance	B.F.A. (13)		
Drama	B.A. (1)	M.A. (1)	
	B.F.A.(9/68)	M.F.A. (9/68)	
Economics	B.A. (1,3)	M.A. (1)	
Economics - Philosophy	B.A. (12)		
Economics - Political Science	B.A. (1)		
Economics - Sociology	B.A.		

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Effective: June 20, 1991

Section: 315 Degree credit programs;
University of Montana

Issued: Oct. 11, 1991

Approved: *E. Wheat*

2. <u>Specific authorization</u>	<u>Bachelor</u>	<u>Master</u>	<u>Doctor</u>
Education (elementary & secondary)	B.A. in Ed.	M.A., M.E. (1)	Ed.D. (1954)
Education Specialist Degree		Ed.S. (1982)	
English	B.A. (1)	M.A. (1)	
Environmental Studies		M.S. (12/70)	
Forestry	B.S.F. (1)	M.F., M.S. (1)	Ph.D.
French	B.A. (1)	M.A. (1)	
Geography	B.A.	M.A. (1)	
Geology	B.A. (1)	M.S. (1)	Ph.D. (1959)
German	B.A. (1)	M.A. (1)	
Guidance and Counseling		M.A. (1)	
Health and Physical Education	B.S.	M.S. (1) M.S.T. (P.E.)	
History	B.A. (1)	M.A. (1)	Ph.D (4/64)
History-Political Science	B.A. (1)		
Home Economics	(14,26)		
Interdisciplinary Studies		M.I.S. (7/72)	
Interpersonal Communication	B.A.	M.A.	
Italian	B.A. (7/72)		
Journalism	B.A.J. (1)	M.A. (1)	
Latin	B.A. (1)		
Law	(4)		J.D.
Liberal Arts	B.A. (1)		
Mathematics	B.A. (1)	M.A. M.A.T. (1)	Ph.D.
Medical Technology	B.S.M.T. (12/73)		
Microbiology	B.S. (7)	M.S. (1)	Ph.D. (1959)
Music	B.A., B.M. (1)	M.M. (1)	
Music Education	B.M.E. (9/68)	M.M.E. (9/68)	
Music History and Literature		M.A. (4/64)	
Organismal Biology and Ecology		M.S. (29)	Ph.D. (29)
Pharmacy	B.S.P. (1)	M.S. (1)	

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2. <u>Specific authorization</u>	<u>Bachelor</u>	<u>Master</u>	<u>Doctor</u>
Philosophy	B.A. (1)	M.A. (1)	
Philosophy - Economics	B.A. (12)		
Physical Therapy	B.S.P.T. (4/65)		
Physics	B.A. (1)	M.A., M.S. (1)	
Physics and Astronomy	B.A. (16)		
Physics and Computer Science	B.A. (21)		
Political Science	B.A. (1)	M.A. (1)	
Political Science - Economics	B.A. (1)		
Political Science - History	B.A. (1)		
Pre-physical Therapy Sciences	B.S. (9)		
Psychology	B.A. (1)	M.A. (1)	Ph.D. (1963)
Public Administration		M.P.A. (2/76;5)	
Radio-TV	B.A.R.-TV (1)		
Recreation Management	B.S. (8)	M.S. (11)	
Religious Studies	B.A. (9/73)		
Resource Administration		M.R.A. (4/65)	
Resource Conservation	B.S.R.C.(4/65)	M.S.	
Rural, Town & Regional Planning		M.S. (2/76)	
Russian	B.A.		
School Psychology		M.A. (7/75)	
Social Work (or Welfare)	B.A. (1)		
Sociology	B.A. (1)	M.A. (1)	Ph.D. (4/65;6)
Sociology-Economics	B.A. (1)		
Spanish	B.A. (1)	M.A. (1)	
Wildlife Biology	B.S.W.B.(4/65)	M.S.	
Zoology	B.A. (1)	M.A. (1)	Ph.D. (1955)

Minors (where there is no authorized bachelor program)

Asian Studies Minor (10/83;19)
Environmental Studies Minor (7/31/83;17)
Human Development Minor (9/14/84;25)

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2. Specific authorization Bachelor Master Doctor

Library-Media Services Minor (12/83;20)
Native American Studies Minor (12/83;23)
Soviet Studies Minor (12/83;22)
Wilderness Studies Minor (7/90;28)

- (1) Policy book, June 4, 1964.
- (2) for Malmstrom AFB, 4/8/1968; on campus program 4/12/65.
- (3) B.S. in Economics proposed 12/14/70; withdrawn 7/72.
- (4) authorized 4/12/65 in lieu of LL.B.; authorized retroactively 6/03/70.
- (5) joint program with MSU.
- (6) re-authorization
- (7) B.A. in Microbiology changed to B.S. in Microbiology; letter from Commissioner Pettit to Vice President Habbe, June 2, 1978
- (8) B.A. and B.S. in Recreation changed to B.S. in Recreation Management, 11/3/78.
- (9) B.S. in Pre-physical Therapy Sciences substituted for former award of B.S. in Health and Physical Education for students majoring in pre-physical therapy science 11/3/78.
- (10) B.A. in Business Administration deleted 12/12/78.
- (11) M.S. in Recreation changed to M.S. in Recreation Management, 5/30/79.
- (12) Item 25-105-R1179, January 7, 1980.
- (13) Item 25-106-R1179, January 7, 1980.
- (14) Item 27-111-R0680 deleted earlier authorization for a B.S. Degree in Home Economics while Item 27-113-R0680 authorized the retention of the B.A. Degree in Home Economics while assigning the department administratively to the School of Education.
- (15) Item 28-104-R0980, February 6, 1981.
- (16) Item 30-101-R1280, February 6, 1981.
- (17) Item 31-108-R0681, July 31, 1981.
- (18) Item 34-101-R1281, March 5, 1982.
- (19) Item 35-106-R0682, Oct. 29, 1982.
- (20) Item 41-102-R0983, Dec. 16, 1983.
- (21) Item 41-103-R0983, Dec. 16, 1983.
- (22) Item 41-104-R0983, Dec. 16, 1983.

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- (23) Item 41-105-R0983, Dec. 16, 1983.
 - (24) Item 43-102-R0684, July 20, 1984.
 - (25) Item 44-102-R0784, September 14, 1984.
 - (26) On May 15, 1987 the Board of Regents authorized the elimination of the B.A. in Home Economics effective Fall, 1989.
 - (27) Item 55-101-R0687, July 24, 1987. The University of Montana was authorized to offer the Master of Management degree at Great Falls. It is understood that the University of Montana intends to phase out the existing MBA program offerings at Malmstrom AFB over a period of two and one-half years. On January 22, 1988 the Board of Regents approved a name change to Master of Administrative Sciences.
 - (28) Item 67-101-R0490, July 31, 1990.
 - (29) Item 71-107-R0591, June 20, 1991, submitted as a consequence of reorganization of the Division of Biological Sciences.

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SUBJECT: ACADEMIC AFFAIRS

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University of Montana

Issued: March 26, 1990

Approved: 

Board policy:

The following teacher education programs are authorized at the University of Montana:

Elementary Education
School Principals (graduate program)
School Superintendents (graduate program)

Broadfields and Extended Majors: (60-90 cr.)

Art K-12
Biology
Business Education
Business Education (Secretarial Occupations)
Chemistry
English
French
German
Home Economics
Mathematics
Music K-12
Physical Education and Health K-12
Physical Sciences
General Science
Social Science
Spanish

Majors: (45-59 cr.)

Art K-12
Biology
Business Education
Business Education (Secretarial Occupations)
Chemistry
Dramatics(1)
Earth Science
Economics(1)
English
French
Geography(1)

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University of Montana

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Approved: 

German
Government
Guidance and Counseling K-12 (graduate program)
History
Home Economics
Journalism (1)
Latin
Mathematics
Music K-12
Psychology (1)
Physical Education and Health K-12
Physical Science
Physics
Russian
Sociology (1)
Spanish
Speech Communication

Minors: (30-45 cr.)

Art K-12
Biology
Business Education
Business Education (Secretarial Occupations)
Chemistry
Dramatics
Earth Science
Economics
English
Exceptional Children K-12
French
Geography
German
Government
Health
History
Home Economics
Journalism
Latin
Library K-12
Mathematics
Music K-12
Physical Education and Health K-12

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Issued: March 26, 1980

Approved: 

Minors: (cont'd)

Physics
Psychology
Reading Specialist K-12
Russian
Sociology
Spanish
Speech Communication

History:

Item 26-101-R0180, Teacher Education Programs, University of Montana,
March 10, 1980.

(1) To be individually justified if they are to be continued beyond
June 1981.

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SUBJECT: ACADEMIC AFFAIRS

Effective: Oct. 25, 1990

Section: 316 Degree credit programs;
Montana State University

Issued: Dec. 26, 1990

Approved: *P.D. Brohn*

Board policy:

The following degree credit programs are authorized for Montana State University:

1. General authorization:

Associate of Arts, 7/10/72

Associate of Science, 7/10/72

Bachelor and Master, Elementary and Secondary Education, 4/12/54

2. Specific authorization

Bachelor

Master

Doctor

Agricultural Business

B.S. (1)

Agricultural Economics

B.S. (1/84;34)

Agricultural Education

B.S.

M.S.

(1)(12/14/59)

Agricultural Engineering

B.S.

M.S. (9/68)

Agricultural Operations

Technology

B.S. (10/90;44)

Agronomy

B.S.(1/84;34) M.S. (1)

Animal Science

B.S.(1/84;34) M.S.

Applied Art

B.S. (1)

M.A.A. (1,3)

Applied Economics

M.S. (1,4) (37)

Architecture

B.Arch. (1)

Art

B.A. (1,5)

M.A. (12/70)

M.F.A. (29)

Biochemistry

M.S. (7/75)

Ph.D. (7/65)

Biological Science

B.S.

M.S.

Ph.D.

(1/7/1980;25)

(6/80;30)

(6/80;30)

Business

B.S.

Business Education

M.S. (7/68)

Chemical Engineering

B.S. (1)

M.S. (1)

Ph.D. (1953)

Chemistry

B.S. (1)

M.S. (1)

Ph.D. (1955)

Civil Engineering

B.S. (1)

M.S. (1)

Ph.D. (9/64)

Computer Science

B.S. (7/72)

M.S. (1981;32,43)

Construction Engineering

Technology

B.S. (6)

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Approved: *P. D. Brink*

<u>Specific authorization</u>	<u>Bachelor</u>	<u>Master</u>	<u>Doctor</u>
Crop and Soil Science			Ph.D. (9/67)
Directed Interdisciplinary Studies	B.A., B.S. (42)		
Earth Sciences	B.S. (7)	M.S. (1/70)	
Economics	B.S. (7/65;8)		
Education		M.Ed. (1)	Ed.D. (1954)(9)
Education Specialist		Ed.S. (4/16/82;33)	
Electrical and Electronic Engineering Technology	B.S. (9/73)		
Electrical Engineering	B.S. (1)	M.S. (1)	Ph.D. (1957)
Elementary Education	B.S. (1)		
Engineering Mechanics		M.S. (1/7/1980;26)	
Engineering Science	(36)		
English	B.A. (12/63;10) (11)		
Entomology		M.S. (41)	
Environmental Engineering		M.S. (7/22/80;31)	
Fish & Wildlife Management		M.S.	
History	B.A. (12/63; 13)	M.A. (12/70)	
Home Economics	B.S.	M.S. (1)	
Horticulture	B.S. (1/84;34)		
Industrial and Management Engineering	B.S. (1,14)	M.S. (1,14,43)	
Interior Design	B. A. (12/13/1985;35)		
Land Rehabilitation		M.S. (1/7/1980;27)	
Mathematics	B.S. (1)	M.S. (1)	Ph.D. (1959;15)
Mechanical Engineering	B.S. (1,16)	M.S. (1,16)	Ph.D. (9/68)
Mechanical Engineering Technology	B.S. (1963,17)		
Mechanized Agriculture	B.S. (1/84;34)		
Media and Theatre Arts	B.A. (3/25/88;39)		
Microbiology	B.S. (1)	M.S. (1)	Ph.D. (1955)
Modern Languages	B.A. (9/67)		
Music Education	B.M.E. (9/67)		
Native American Studies (liberal arts minor)	(24)		
Nursing	B.S. (1)	M.N.(1)	
Philosophy	B.A. (9/67)		

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Approved: *P. D. Brooks*

<u>Specific authorization</u>	<u>Bachelor</u>	<u>Master</u>	<u>Doctor</u>
Physical Education	B.S. (1)	M.S. (12/70)	
Physics	B.S. (1)	M.S. (1)	Ph.D. (1963)
Plant Pathology		M.S. (7/1975)	Ph.D. (9/68)
Political Science	B.A. (9/67;18)		
Psychology	B.S. (7/65;19)	M.S. (12/70)	
Public Administration		M.P.A. (2/76;20)	
Range Science	B.S. (1/84;34)	M.S. (1,21)	
Secondary Education	B.S. (1)		
Traffic and Safety Education (Teaching Minor) (10/28/77)			
Sociology	B.S. (4/67;22)(22)		
Soils	B.S. (1/84;34)	M.S.	
Speech Communication	B.A. (12/70;23)		
Statistics		M.S. (3/80;28)	Ph.D. (3/80)
Technology Education	B.S. (38)	M.S. (40)	
Veterinary Science		M.S. (1/70)	Ph.D. (1/26/70)

Minors (where there is no authorized bachelor program)

Women's Studies minor (10/25/90;45)

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- (1) Policy book, June 4, 1964; Item 17-205-R0777, 7/11/77.
 - (2) M.S. and Ph.D. renamed Applied Economics, July 1974.
 - (3) Change from Master of Applied Arts to Master of Fine Arts denied 6/75.
 - (4) Renamed Applied Economics from Agricultural Economics 7/8/74.
 - (5) Change of degree to Bachelor of Arts deferred 6/3/70.
 - (6) B.S. in Construction Technology approved 12/16/63 as replacement for construction option in Industrial Arts and Technology; Sept. 10, 1973 renamed Construction Engineering Technology.
 - (7) Approved as teaching major 4/10/67.
 - (8) General studies program in Economics to be phased out.
 - (9) Ph.D. suspended April 10, 1972.
 - (10) Stipulation that general studies program in English be phased out.
 - (11) Master of Arts deferred December 1975.
 - (12) Replaced Applied Science which was discontinued.

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Approved: *P. D. Brown*

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- (13) General studies program in History to be phased out; teaching major in History approved 4/10/67.
 - (14) Industrial Engineering degree renamed Industrial and Management Engineering, April 10, 1967.
 - (15) Re-authorized 4/12/65.
 - (16) Degree name Aerospace Engineering changed to Aerospace and Mechanical Engineering (9/10/68) and renamed Mechanical Engineering, 1972.
 - (17) Replacement of former option in manufacturing in Industrial Arts and Technology with degree in Mechanical Technology (12/16/63); renamed Mechanical Engineering Technology (4/9/73).
 - (18) Jan. 1975 MSU authorized to establish Political Science Department.
 - (19) Approval stipulated general studies program in Psychology to be phased out.
 - (20) Joint program with UM.
 - (21) Formerly Range Management until 7/1975.
 - (22) B.S. in Agricultural Science with major in rural sociology merged into B.S. in Sociology; authority to grant M.S. denied 10/1975; Social work option terminated as of Summer, 1980 (Item 27-205-R0480, April 21, 1980).
 - (23) B.A. in Speech renamed Speech Communication (7/75); the Board of Regents authorized MSU to discontinue the Communication Disorders/Hearing Impairment Option of the B.A. in Speech Communication with the close of summer quarter 1991, Item 68-208-R0790, October 25, 1990.
 - (24) Item 25-205-R1179, November 2, 1979.
 - (25) Items 26-204-R0180 and 26-205-R0180 authorized the B.S. degree in Biological Sciences with options in Biology Teaching, Biomedical Sciences, Botany, Entomology, Fish and Wildlife Management and Zoology and terminated degrees of Bachelor of Science in Botany (with option in Biology Teaching), Entomology, Fish and Wildlife Management, Premedicine and Zoology, January 7, 1980.
 - (26) Item 25-203-R1179, January 7, 1980.
 - (27) Item 25-205-R1179, January 7, 1980.
 - (28) Item 25-207-R1179, March 10, 1980.
 - (29) Role and Scope, June 25, 1979.
 - (30) Item 27-202-R0480, June 23, 1980 authorized the degrees of Master of Science and Ph.D. in Biological Sciences while Item 27-203-R0480 authorized the termination of degrees of M.S. in Botany, Entomology, Zoology and the termination of degrees of Ph.D. in Botany, Entomology Fish and Wildlife Management, Genetics, and Zoology.
 - (31) Item 27-201-R0480 authorized the degree of Master of Science in Environmental Engineering and Master of Science in Environmental Health Engineering, July 22, 1980.

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Montana State University

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Approved: *P. D. Brooks*

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- (32) Item 29-203-R1280, February 6, 1981.
 - (33) Item 34-206-R0382, 4/16/82.
 - (34) Item 41-202-R1083, January 30, 1984 authorized the termination of the degrees of Bachelor of Science in Agriculture and Bachelor of Science in Agricultural Land Resources. It also authorized the granting of the degrees of Bachelor of Science in Agricultural Economics, Bachelor of Science in Agronomy, Bachelor of Science in Animal Science, Bachelor of Science in Horticulture, Bachelor of Science in Mechanized Agriculture, Bachelor of Science in Range Science and Bachelor of Science in Soils. Item 68-207-R0790, October 25, 1990 authorized the discontinuation of the Bachelor of Science in Mechanized Agriculture as of Fall, 1991.
 - (35) Item 49-203-R1085, December 13, 1985.
 - (36) On May 15, 1987 the Board of Regents authorized elimination of the B.S. in Engineering Science effective Fall 1989.
 - (37) On September 18, 1987 the Board of Regents authorized the placement of the Ph.D. program in Applied Economics in a moratorium status in accordance with Policy & Procedures Manual 303.4, Item 57-202-R0987; this program's status changed to withdrawal in September 1990 by the provisions of Policy 303.4.
 - (38) Item 57-203-R0987, Dec. 11, 1987.
 - (39) B.A. in Theatre Arts and B.S. in Film and Television Production terminated; B.A. in Media and Theatre Arts authorized effective July 1, 1987; Item 58-203-R0188, Mar. 25, 1988.
 - (40) M.S. in Industrial Arts renamed M.S. in Technology Education. Item 59-206-R0588, July 26, 1988.
 - (41) Item 59-205-R0588, July 26, 1988 reauthorizes a M.S. in Entomology as a separate degree.
 - (42) Item 59-205-R0688, September 16, 1988.
 - (43) On November 4, 1988 the Board of Regents authorized Montana State University to offer master's degree programs in computer science and industrial and management engineering in Great Falls, Montana.
 - (44) Item 68-207-R0790, October 25, 1990, authorized the name of Bachelor of Science in Mechanized Agriculture changed to Bachelor of Science in Agricultural Operations Technology.
 - (45) Item 68-209-R0790, October 25, 1990, authorized Montana State University to grant an undergraduate minor in Women's Studies effective Fall Semester 1991.

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Effective: Dec. 11, 1987

Section: 316.1 Teacher education programs;
Montana State University

Issued: Feb. 19, 1988

Approved: 

Board policy:

1. The following teacher education programs are authorized at Montana State University:

Elementary Education
School Principals (graduate program)
School Superintendents (graduate program)

Broadfields and Extended Majors: (60-90 cr.)

Agriculture
Art K-12
Business Education
Business Education (Secretarial Occupations)
Distributive Education
English
 (program must include a minimum of 15 cr. in Dramatics or
 Speech Communication; minimum of 15 cr. in each field
 recommended)
General Science
Home Economics
Music K-12
Physical Education and Health K-12
Social Science
Technology Education

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Approved: *PC Dumb*

Majors: (45-59 cr.)

Agriculture
Art K-12
Biology
Business Education
Business Education (Secretarial Occupations)
Chemistry
Distributive Education
English
French
German
Guidance and Counseling K-12 (graduate program)
History
Home Economics
Mathematics
Music K-12
Physical Education and Health K-12
Physical Science
Physics
Spanish
Technology Education

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Montana State University

Issued: Feb. 19, 1988

Approved: *P. C. Dunder*

Minors: (30-44 cr.)

Art K-12
Biology
Business Education
Business Education (Secretarial Occupations)
Chemistry
Distributive Education
Earth Science
Economics
English
French
Geography
German
Government
Health
History
Home Economics
Library K-12
Mathematics
Music K-12
Physical Education and Health K-12
Physics
Psychology
Reading Specialist K-12
Sociology
Spanish
Speech Communication
Technology Education
Traffic Education

History:

Item 26-201-R0180, Teacher education programs, Montana State University,
January 7, 1980; Item 57-203-R0987, Dec. 11, 1987.

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SUBJECT: ACADEMIC AFFAIRS

Effective: April 25, 1981

Section: 317 Degree credit programs;
Flathead Valley Community
College

Issued: April 25, 1981

Approved: *P.C. [Signature]*

Board policy:

The following programs are authorized for Flathead Valley Community College:

Associate of Arts

Associate of Science

Associate of Applied Science:

Business Education/Secretarial
Forest Technology
Business Management
Land Surveying
Human Services Technology (12/1974; 1)
Agricultural Science (12/1975; 2)

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- (1) Item 6-3000-R1174, December 1974
 - (2) Item 9-3002-R0775, December 1975

MONTANA UNIVERSITY SYSTEM
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PAGE: 318 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: March 5, 1982

Section: 318 Degree credit programs;
Miles Community College

Issued: March 19, 1982

Approved: *B. C. Tucker*

Board policy:

The following programs are authorized for Miles Community College:

Associate in Arts:

General Studies

Liberal Arts

Pre-professional

Associate in Applied Science:

Auto Mechanics

Data Processing (3/5/82; 3)

Electronics Technology

Legal Secretary

Medical Secretary

Mid-management

Nursing (RN)

Power Plant Technology (3/10/80; 1)

Secretarial Science

The following certificate programs are authorized:

Auto Mechanics (1 year)

Clerk-typist (1 year)

Electronics (1 year)

Farm & Ranch Operations (1 year; 2)

Stenography (1 year)

-
- (1) Item 26-4000-R1080, March 10, 1980
 - (2) Item 28-4001-R0780, September 8, 1980
 - (3) Item 34-4001-R0182, March 5, 1982

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 319 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: June 21, 1991

Section: 319 Degree credit programs;
Dawson Community College

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

The following programs are authorized for Dawson Community College:

Associate of Arts:

Business Administration (2)
General education
Liberal Arts
Pre-professional

Associate of Applied Science:

Agri-business
Business Management (3)
Human Services
Land Surveying Technology
Law Enforcement
Parts Management & Sales Technology (4)
Secretarial Science

The following certificate programs are authorized:

Agri-mechanics Technology (1 year)
Clerk-typist (1 year)
Livestock Technology (1 year)
Parts Management & Sales Technology (1 year) (4)
Secretarial Science (1 year)
Petroleum Technology (1 year) (1)

-
- (1) Item 27-2001-R0680, July 22, 1980
 - (2) Item 31-2003-R0681, July 31, 1981
 - (3) Item 46-2001-R0685, Oct. 25, 1985
 - (4) Item 70-2001-R1290, Mar. 22, 1991 and June 21, 1991

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 320.1 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: Mar. 19, 1981

Section: 320.1 Accreditation recognition;
proprietary institutions

Issued: Oct. 9, 1992

Approved: *E. Wheat*

Statutory authority:

"The following are exempt from the provisions of this act
(Proprietary Post-Secondary Educational Institutions - -
Licensing):

(1) any program or course of instruction of an institution
accredited by a national or regional accrediting agency
recognized by the board of regents of higher education and
notification of such recognition having been given to the
department by the board;" 20-30-102 MCA.

Board policy:

1. Pursuant to the provisions of 20-30-102 MCA, the Board of
Regents of Higher Education recognizes only accreditation by the six
regional accrediting associations and the national professional
accrediting associations which require, as a condition of
membership, accreditation by one of the six regional accrediting
associations.

2. Such recognition shall apply only to those courses, programs
and degrees which were specifically examined and approved by the
accrediting agency as extension, continuing education, off-campus or
external degree offerings.

Definitions:

The six regional accrediting associations are:

New England Association of Schools and Colleges;
Middle States Association of Colleges and Schools;
North Central Association of Colleges and Schools;
Northwest Association of Schools and Colleges;
Southern Association of Colleges and Schools;
Western Association of Schools and Colleges

History:

Item 15-001-R1276, Dec. 13, 1976 as revised July 10, 1978, March
19, 1981 (1981 Mont. Laws, Ch. 94).

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 320.2 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: July 11, 1977

Section: 320.2 Accreditation; Montana
University System units and
community colleges

Issued: May 15, 1980

Approved: *O.C. Fisher*

Board policy:

1. The units of Montana University System and the community colleges under the supervision of the Board of Regents must maintain accreditation by the Northwest Association of Schools and Colleges, Commission on Colleges.

2. Institutions may apply, with the concurrence of the Commissioner of Higher Education, for accreditation of professional programs by agencies recognized by the Council on Postsecondary Accreditation.

Procedures:

1. A copy of any self-evaluation or other information document submitted in connection with an accreditation review shall be filed with the Commissioner of Higher Education.

2. The Commissioner of Higher Education shall be notified by the President of all site visits by accreditation agencies.

3. The Commissioner of Higher Education or designee shall be given an opportunity to meet with the accreditation committee and/or participate in the exit conference.

4. A copy of each site visit report, accreditation report or accreditation status letter received by the unit shall be sent to the Commissioner of Higher Education.

5. The Commissioner shall report to the Board, through its Curriculum Committee, on each accreditation visit or change in accreditation status.

History:

Item 16-004-R0577. Accreditation; Montana University System units and community colleges (Revised), July 11, 1977.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS

PAGE: 320.3 (1 of 1)

Section: 320.3 Recognition;
Canadian Public Institutions

Effective: Sept. 24, 1999

Issued: Oct. 11, 1999

Approved: *E. Dale*

Background:

1. Although the Montana Board of Regents requires institutions under its purview to maintain accreditation by the Northwest Association of Schools and Colleges, Commission on Colleges, there is no similar system of voluntary, regional accreditation applicable to Canadian colleges, vocational colleges and universities.
2. In Canada, public institutions are granted the right to operate within their respective provinces through statutes effected by the individual provincial legislatures. In addition, the provincial Minister of Education approves the mandate of each institution and the provincial Department of Education approves the individual credit programs.
3. Given Montana's proximity to Canada and because the Northwest Association of Schools and Colleges, Commission on Colleges is one of two regional associations that does not provide accreditation services to non-U.S. institutions of post-secondary education, the Montana Board of Regents wishes to establish criteria for the recognition of Canadian colleges and universities.

Board policy:

1. Pursuant to the practices of the Canadian provincial governments that authorize post-secondary institutions to operate by statute, the Montana Board of Regents will recognize those institutions that have been authorized by their respective provincial governments.
2. With regard to individual programs, the Montana Board of Regents will recognize those programs that are within the mandate of the institution as approved by the several Canadian provincial Ministers of Education.
3. Finally, for credit programs, the Montana Board of Regents will recognize those which have been approved by the respective provincial Ministers of Education as being within an institution's mandate. With regard to transfer and acceptance of credit from these programs, the campuses of the Montana University System will process the transcripts and evaluate credits pursuant to Regents' policy 301.5.

History:

Item 103-109-R0559, Approval of Recognition of Canadian Public Institutions Policy (as amended), approved by the Board of Regents on September 24, 1999.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 322.1 (1 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: Oct. 28, 1983

Section: 322.1 Honorary degrees

Issued: Nov. 4, 1983

Approved: *P.C. Dunbar*

Board policy:

1. An honorary doctoral degree may be awarded by a unit of the Montana University System if the unit has authority to award earned doctoral degrees. The following procedures shall be observed.
2. Montana University System honorary doctoral degrees may be awarded by the Board of Regents on the basis of a recommendation from the Commissioner of Higher Education or the President of one of the units.
3. No other honorary degrees may be awarded by any unit of the Montana University System or any community college under the jurisdiction of the Board of Regents of Higher Education.

Procedures:

1. No honorary degree shall be conferred by a unit of the Montana University System until it has been approved by the Board of Regents upon nomination of the president of the unit.
2. In order to avoid any embarrassment no suggestion shall be made to any person to be so honored until the Board of Regents has acted.
3. No honorary degree shall be conferred upon any employee of the Montana University System except after that person's retirement or termination has been acted upon by the Board of Regents.
4. Recognized earned doctoral degrees shall not be awarded as honorary degrees. In general, the recognized honorary degrees of Doctor of Laws (LL.D.), Doctor of Letters (Litt.D.), Doctor of Science (Sc.D.) and Doctor of Humane Letters (L.H.D.) should be used, although appropriately titled degrees could be used to recognize achievement in specific professions.
5. Units able to award honorary degrees shall develop written procedures.

MONTANA UNIVERSITY SYSTEM

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PAGE: 322.1 (2 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: Oct. 28, 1983

Section: 322.1 Honorary degrees

Issued: Nov. 4, 1983

Approved: *P.C. Durbin*

6. If the Montana University System honorary degree award is made on the initiative of the Commissioner of Higher Education, it will be announced and the citation read during commencement ceremonies at all units, and the Regents will designate the unit where the formal presentation will take place. If the award is made on the basis of a recommendation from the President of a unit, then the formal presentation will take place at that unit and the degree will be announced and the citation read at that unit only, unless other units wish to participate.

7. The following criteria will be used in evaluating candidates for a Montana University System honorary degree:

a. the candidate should have had an association with the State of Montana. This association may be by virtue of birth, of residence, of education, of service to the state or to the Montana University System or one of the units of the System.

b. the candidate must have achieved a level of distinction which would merit comparable recognition in his or her profession or area of excellence.

c. the renown of the candidate should reflect favorably on the Montana University System and the State of Montana.

History:

State Board of Higher Education Minutes, September 10, 1934 and April 10, 1950 (Rescinded); Item 26-014-R0380, Honorary degrees, Montana University System, March 10, 1980, as revised April 13, 1981, July 31, 1981 and October 28, 1983.



MONTANA UNIVERSITY SYSTEM
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PAGE: 322.2 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: Oct. 28, 1983

Section: 322.2 Distinguished service
awards

Issued: Nov. 4, 1983

Approved: *P.C. Durkin*

Board policy:

1. A unit of the Montana University System or a community college under the jurisdiction of the Board of Regents of Higher Education may confer a distinguished service award upon an outstanding person who has made a significant contribution to the unit.

2. Such awards shall be reported to the Board of Regents.

3. Each unit shall develop criteria and procedures for the conferral of such awards if it chooses to utilize the award.

History:

Item 26-015-R0380, Distinguished service awards; Montana University System, March 10, 1980 as revised October 28, 1983.



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PAGE: 341.1.1 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: Sept. 8, 1980

Section: 341.1.1 Non-degree programs;
Miles Community College

Issued: Sept. 26, 1980

Approved: *O.C. Durbin*

Board policy:

The following non-degree programs are authorized for Miles Community College:

Farm and Ranch Operations

1-year certificate program (1)



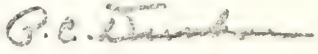
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PAGE: 341.1.2 (1 of 1)

Effective: July 31, 1981

Issued: Aug. 10, 1981

Approved: 

SUBJECT: ACADEMIC AFFAIRS

Section: 341.1.2 Non-degree programs;
Dawson Community College

Board policy:

The following non-degree programs are authorized for Dawson Community College:

Business Management

1-year certificate program (1;7/31/81)

(1) Item 31-2004-R0681, July 31, 1981



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SUBJECT: ACADEMIC AFFAIRS

Effective: May 7, 1991

Section: 350 Degree and certificate
programs; Billings
Vocational Technical Center

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

The following programs are authorized for the Billings Vocational-
Technical Center:

Associate of Applied Science:

Drafting Technology (1)
CAD Technician
Assistant Drafter
Drafting Technology

The following certificate programs are authorized:

Automotive Collision Repair Technology
Automobile Collision Repair Technician
Automobile Refinishing Technician

Automotive Technology

Business and Office Technology

Accounting
Records Clerk
Accounting Clerk
Microcomputer Accounting Specialist
Secretarial Sciences
Data Entry Clerk
Receptionist
Travel Secretary
Information Processing Clerk
Legal Secretary
Medical Secretary
Microcomputer Applications Specialist
Executive Secretary
Entrepreneurship

Culinary Arts

Diesel Technology

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PAGE: 350 (2 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: May 7, 1991

Section: 350 Degree and certificate
programs; Billings
Vocational Technical Center

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Health Technology
Practical Nursing

Heating, Ventilation and Air Conditioning Technology
Major Appliance Repair Technician
Heating, Ventilating & Air Conditioning Technician

Metals Fabrication Technology

History:

(1) Item 70-7501-R0190, May 7, 1991

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PAGE: 351 (1 of 1)

SUBJECT: ACADEMIC AFFAIRS

Effective: Aug. 2, 1991

Section: 351 Degree and certificate
programs; Butte Vocational
Technical Center

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

The following programs are authorized for Butte Vocational-Technical Center:

Associate of Applied Science:

Civil Engineering Technology (1)
Civil Engineering Design
Drafting Technology

Electrical/Electronics Technology (2)

The following certificate programs are authorized:

Automotive Mechanics Technology

Drafting Technology

Information Processor Specialist
Word Processor
Computer Processor

Machine Tool Operation Technology

Office Bookkeeping Specialist
Small Business Management

Practical Nursing

Recreation and Small Engine Repair

Secretary/Stenographer
Legal Office Secretary
Medical Office Secretary
General Transcriptionist
Receptionist

Welding

History:

- (1) Item 68-8001-R0790, October 26, 1990.
- (2) Item 71-8001-R0591, August 2, 1991.

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PAGE: 352 (1 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: Aug. 2, 1991

Section: 352 Degree and certificate
programs; Great Falls
Vocational Technical Center

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

The following programs are authorized for Great Falls Vocational-Technical Center:

Associate of Applied Science:

Accounting Technology (5)

Occupational Therapy Assistant (1)

Office Technology (2)

Administrative Assistant

Legal Secretary

Medical Secretary

Respiratory Care (3)

The following certificate programs are authorized:

Auto Body Repair and Refinishing

Business Management/Entrepreneurship

Child Care Specialist/Nanny

Dental Assistant

Emergency Medical Technician

Food Management/Dinner Cook

Information Processing

Bookkeeping/Accounting

Data Entry/Computer Operations

Dental Receptionist

General Office Assistant

Microcomputer Management

Word Processing

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SUBJECT: ACADEMIC AFFAIRS

Effective: Aug. 2, 1991

Section: 352 Degree and certificate
programs; Great Falls
Vocational Technical Center

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Interior Design (4)

Jewelry Repair & Manufacturing/Watchmaking & Small
Instrument Repair

Nursing Attendant/Orderly/Home Health Aide

Practical Nursing

History:

- (1) Item 66-8502-R0390, June 14, 1990
- (2) Item 70-8501-R0391, June 21, 1991
- (3) Item 66-8501-R0390, June 14, 1990
- (4) Item 66-8501-R0190, April 27, 1990
- (5) Item 71-8501-R0591, August 2, 1991

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 353 (1 of 2)

SUBJECT: ACADEMIC AFFAIRS

Effective: Aug. 2, 1991

Section: 353 Degree and certificate
programs; Helena Vocational
Technical Center

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

The following programs are authorized for Helena Vocational-Technical Center:

Associate of Applied Science:

Accounting Technology (3)

Data Processing (1)

Industrial Electronics (2)

The following certificate programs are authorized:

Agri-Diesel Mechanics

Auto Mechanics

Engines

Electrical Systems,

Chassis

Powertrains

Aviation Maintenance Technician (Airframe and Powerplant)

Carpentry

Combination Welding

Machine Shop

Practical Nursing

Secretarial

Clerk Typist

Executive Secretary

Legal Secretary

Medical Secretary

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SUBJECT: ACADEMIC AFFAIRS

Effective: Aug. 2, 1991

Section: 353 Degree and certificate
programs; Helena Vocational
Technical Center

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Truck-Diesel Mechanics

Word Processing

History:

- (1) Item 67-9001-R0690, September 13, 1990
- (2) Item 68-9001-R0790, October 25, 1990
- (3) Item 71-9001-R0591, August 2, 1991

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SUBJECT: ACADEMIC AFFAIRS

Effective: Aug. 2, 1991

Section: 354 Degree and certificate
programs; Missoula
Vocational Technical Center

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

The following programs are authorized for Missoula Vocational-Technical Center:

Associate of Applied Science:

Accounting Technology (1)
Commercial Maintenance Technology (2)
Computer Programming (7)
Electronics Technology (3)
Legal Assisting (Paralegal) (4)
Legal Secretarial Technology (5)
Microcomputer Applications and Systems (7)
Retail Management (6)

The following certificate programs are authorized:

Clerk Typist
Combination Welding
Data Entry/Computer Operator
Dinner/First Cook
Kitchen Production Management
Facilities Maintenance (2)
Fashion Merchandising
General Secretarial Technology
Heavy Equipment Mechanics

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SUBJECT: ACADEMIC AFFAIRS

Effective: Aug. 2, 1991

Section: 354 Degree and certificate
programs; Missoula
Vocational Technical Center

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Heavy Equipment Operation

Information Processing

Medical Reception

Medical Secretary

Medical Transcriptionist

Practical Nursing

Respiratory Therapy Technology

Small Engine Mechanics

Surgical Technology

History:

- (1) Item 70-9501-R1290, March 22, 1991
- (2) Item 67-9501-R0490, July 31, 1990
- (3) Item 69-9501-R1090, February 1, 1990
- (4) Item 66-9501-R0390, June 14, 1990
- (5) Item 70-9501-R0391, June 21, 1991
- (6) Item 71-9501-R0591, August 2, 1991
- (7) Item 71-9501-R0691, September 20, 1991

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 400 (1 of 1)

SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: Oct. 4, 1996

Section: 400 Index

Issued: Oct. 4, 1996

Approved: *E. Wheat*

<u>Section</u>	<u>Subject</u>	<u>Last Date Issued</u>
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MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 401.1 (1 of 2)

SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: July 1, 1996

Section: 401.1

Consulting services - faculty

Issued: Oct. 4, 1996

Approved: *E. Wheat*

Board policy:

1. Recognizing that teaching, research and public service are the primary responsibilities of faculty members in the Montana University System, it may be reasonable and feasible for faculty members to engage in consulting activities.

2. Each unit of the Montana University System shall adopt rules and regulations governing consulting activities carried on by faculty members.

Procedures:

1. Each campus policy shall:

- a. require reimbursement to the institution whenever an employee uses the institution's personnel, facilities or equipment in the conduct of his or her consulting activities. Such reimbursement must be consistent with rates charged to outside groups or persons for similar uses;
- b. include guidelines and procedures to govern consulting activities which involve the placement by faculty members of competitive bids which shall include:
 - (1) procedures for obtaining the prior approval of the Administration;
 - (2) provisions relating to rates of reimbursement for institutional facilities and equipment and for other indirect costs borne by the institution;
 - (3) provisions defining appropriate arrangements for the use of university personnel or students; and
 - (4) provisions defining and prohibiting conflicts of interest.

2. Rules and regulations adopted by each unit of the Montana University System shall be made available to the Commissioner of Higher Education and to all faculty members in the unit concerned by publication in a Faculty Handbook or by other means.

3. Annually, by October 1, each campus should prepare an inventory of faculty consulting activities, including relevant documentation, during the preceding fiscal year.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 401.1 (2 of 2)

SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: July 1, 1996

Section: 401.1

Consulting services - faculty

Issued: Oct. 4, 1996

Approved: *E. Wheat*

Definitions:

For purposes of this policy, "consulting" is defined as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional personal compensation during the contract year.

History:

Item 223-002, September 11, 1972 (Superseded); Item 2-015-R1073, October 19, 1973 (Superseded); Item 2-015-R1073 (Revised), September 13, 1976 and July 1, 1996.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 404.1 (1 of 1)

SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: June 21, 1991

Section: 404.1 Indirect Cost Allowance;
Carl Perkins Projects

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board Policy:

In accordance with section 235(c)(4) of P.L. 101-392, the Carl D. Perkins Vocational and Applied Technology Education Act of 1990, no eligible recipient receiving Title II, Part B funds shall use more than 5 percent of such funds for administrative costs. Because of anti-supplanting language in P.L. 101-392, recovery of administrative costs through indirect cost allowance is dependent on the eligible recipient having an approved restricted indirect cost rate. Up to five percent of the federal dollars requested or allocated may be recovered as indirect costs subject to the following restriction:

If the approved restricted indirect cost rate is based on personal services only, the federal portion of the grant to which the five percent administrative recovery rate may be applied is limited to the federal personal services funds requested.

Capital expenditures may not be included in the calculation of recoverable administrative costs.

Definitions:

1. Restricted indirect cost rates are required when a grant program has a statutory requirement not to use federal funds to supplant state and local funding. Carl D. Perkins Vocational and Applied Technology Education Act of 1990 funds have that requirement. See 34 CFR 75.568.

History:

Item 59-7002-R0588, Application of Indirect Cost Allowance in Satisfying State Matching Fund Requirements; Montana Vocational-Technical System, May 6, 1988, as amended June 21, 1991.

MONTANA UNIVERSITY SYSTEM
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PAGE: 401.2 (1 of 7)

SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: Oct. 28, 1977

Section: 401.2 Invention and patents

Issued: November 1, 1977

Approved: *O.C. [Signature]*

Board policy:

1. All employees and units of the University System shall adhere to the following procedures with respect to patentable inventions or discoveries. The purpose of these procedures is to define the relationships among the inventor; the University System; the unit, college, school, branch, division or agency of the University System; and outside sponsors of research within the University System.

2. General objectives of this policy include dissemination of existing knowledge together with the acquisition of new knowledge and understanding through research. System research is also conducted to train students and to stimulate a spirit of inquiry, but seldom with regard to practical applications which might result. However, inventions are often by-products of research, and when such inventions are made, it may be in the public interest that the System provide the protection and control available under the patent laws. In such cases, it is the intention of the Board of Regents to provide that protection and control when practicable.

Procedures:

1. Ownership of Inventions or Discoveries

All patentable inventions made by employees of the Montana University System (including all its various units, colleges, schools, branches, divisions and agencies hereinafter called the "System"), in connection with their assigned duties and/or by the use of the System's facilities, shall be considered the property of the unit at which the inventor was employed under the following circumstances and to the following extent:

- a. Wholly the property of the unit if the person (or persons) responsible for the invention was employed by the unit specifically for that purpose.
- b. To the extent specified if the person's (or persons') contract of employment contains specific provision vesting ownership in the unit.

Policy and Procedures Manual

PAGE: 401.2 (2 of 7)

SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: Oct. 28, 1977

Section: 401.2 Invention and patents

Issued: November 1, 1977

Approved: *P. C. Thiele*

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- c. To the extent recommended by the Unit Patent Management Committee and approved by the President if research or endeavors directly resulting in the discovery or development of the invention or marketable product involved use of unit time, materials, property, or facilities.

Under all other circumstances individual employees are free to secure, under the patent laws of the United States, the exclusive right to their inventions, consistent with Article I, Section 8, of the Constitution of the United States which grants to the Congress the power "to promote the progress of science and the useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries...".

2. Limitations

- a. This policy shall not include copyrights.
- b. Provision of normal academic environment, including library facilities, does not constitute grounds for equity by the unit in a discovery or invention.

3. Inventors' Rights and Duties

System employees retain the right and responsibility for recognizing in their work inventions that may reasonably be marketable; and in every case, complete freedom of publication in both time and scope shall be maintained, unless agreements with outside sponsors provide otherwise as indicated below. Investigators will participate in work under such outside agreements only after they have informed themselves of such provisions and have accepted these provisions. Any employee or student to whom the conditions set forth in Section 1.a., b., and c. above applies, who believes an invention or discovery resulting from his work should be patented, shall present the matter to the Unit Patent Management Officer or Committee for consideration and disposal. Within 60 days of this presentation, the Patent Management Officer or Committee shall inform the inventor(s) in writing whether it plans to secure the patent or release the discovery to the inventor(s). In the latter case, or in case of failure by the Officer or Committee to communicate in writing within 60 days, the inventor(s) is free to secure the patent, pay all fees, and receive all benefits therefrom.

SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: Oct. 28, 1977

Section: 401.2 Invention and patents

Issued: November 1, 1977

Approved: *O. L. Anderson*

4. Submission of Patentable Inventions or Discoveries to Patent Management Officer or Committee

a. Invention Outside the System

If an invention is made and/or developed without System support of a significant degree, all rights remain with the inventor. Such inventions may be voluntarily submitted for consideration by the Unit in the System, but the inventor is under no obligation to do so. Provision of a salary or desk to an inventor by the System does not, in itself, constitute significant support. However, any invention by an employee related to an area in which he or she participates in research under unit auspices must be reported to the appropriate unit so that the question of whether the unit has provided sufficient support can be decided by the Patent Management Officer or Committee of the unit. This decision may be appealed to the System Invention Committee.

b. Invention with System Support

If an invention is made and/or developed with System support of a significant degree in time, money, materials, or facilities, the inventor must submit a full disclosure of the invention to the Patent Management Officer or Committee of the unit. Additionally, a copy of any manuscript submitted for publication shall simultaneously be submitted to the Patent Management Officer or Committee of the unit, if the author considers that it may contain marketable inventions. The Unit Patent Management Officer or Committee may advise, but not require, deferral of publication in order to protect the patent rights of the unit and the inventor.

5. Prosecution of Patents

a. Time Limits

In the event that the unit deems that a patent should be prosecuted, the prosecution shall be carried out diligently and without expense of any kind to the inventor. The inventor must assign to the unit any interest in the patent equivalent to the property interest which the Committee determines to

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Effective: Oct. 28, 1977

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Issued: November 1, 1977

Approved: *P.C. [Signature]*

belong to the unit or which is required by Section 1.a. or Section 1.b. The preliminary patent search must be started within 60 days from the date the matter is presented to the unit or the unit forfeits all right to the invention. If no patent application is filed within a total elapsed time of eight months following disclosure, all patent rights revert to the inventor(s).

b. Options Available to the University Unit

The inventor has an obligation to offer the unit the opportunity to develop the invention for commercial use if the invention was made under unit auspices. The unit may:

- (1) Elect to acquire title to the invention by assignment and in this case will undertake (unless inappropriate) the filing, filing of patent applications, patent prosecution, development, and marketing of the invention and shall cover all related costs. If the unit desires to accept such an assignment after a patent peer review, the inventor shall be obligated to make such an assignment. The inventor shall, in this instance, receive on an annual basis, 50 percent of all net income, defined as gross royalties or other payments, including any recovery of damages obtained by the unit, but less external costs incurred by the unit in obtaining and protecting the patent rights and less any direct costs of development; or
- (2) Cause the invention to be assigned to some patent management organization, such as Invention Corporation or the Unit's Research Foundation. The domestic patent rights, foreign patent rights, or both, may be assigned to the patent management organization. The inventor shall receive on an annual basis 50 percent of all net royalties and other income received by the University from said patent management organization; or
- (3) Decline to accept any rights in the invention by assignment or otherwise, in which case all rights revert to the inventor. If a dispute arises concerning the origin

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of an invention or patentable discovery or any aspect of patent policy, the dispute shall be presented to the System Invention Committee for final disposition.

c. Invention Developed Under Agreement With Outside Sponsor

If the invention was made or developed under an agreement with an outside sponsor, the rights with respect to the invention shall be governed by provisions of that agreement. If not provided otherwise by the sponsoring agreement, the inventor's share of royalty or other income received from an outside sponsor shall be limited to the share he would have received had the unit supported the research entirely. If the sponsor determines that invention rights are left with the unit, the unit may elect to pursue one of the three options listed in Section 5b.

6. Distribution of Unit-retained Invention-related Income

In order to provide invention incentive and capability to unit personnel, the unit's share of invention income will be distributed as follows. Of the unit-retained share of net royalty or other income for any given invention, defined as gross receipts, less external expenditures for that invention and less the inventor's personal share, two-thirds of the first \$30,000 per year, one-half of the next \$30,000 per year and one-third of the remainder will be designated through the unit budget or financial office to support the work of the inventor while employed by the unit and/or to promote discoveries at the unit. The rest will be distributed to a designated fund and will be used to support and expand research at the unit. Such distribution to support the inventor's work, derived from any given invention, will terminate after eight years from the first sale of products embodying that invention, and any earned monies after this date will go to a designated fund.

7. Development of Inventions

If the inventor becomes dissatisfied with the development of the invention as carried out by the unit, or with the unit's delay in reaching a decision, an appeal may be made to the System Invention Committee, in which the inventor may urge specific changes in the proposed course of action undertaken by the unit, or if the unit has been assigned

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rights to the invention, may ask that the invention rights be reassigned to a patent management organization such as Research Corporation or all rights be reserved to the inventor.

If after a period of three years from the acquisition of the issued patent by the University the invention has not been marketed, all rights revert to the inventor, unless an agreement with any outside sponsor precludes such reversion.

Definitions:

1. Employees

- a. Regularly employed faculty or staff members,
- b. Part-time or special faculty or staff members,
- c. Students employed by any of the System's units, and
- d. Any other persons including students using any unit's facilities who are not covered by contract or agreement.

2. Invention

(Webster) - A device, contrivance, or process originated after study and experiment. To produce, as something useful, for the first time through the use of imagination or of ingenious thinking and experiment.

The term "invention" includes improvements, discoveries, processes and anything else covered by the federal patent laws.

3. Inventor

A person who invents. Specifically in this policy, an employee of the System who invents.

4. Patent

(Webster) - A writing securing to an inventor for a term of years the exclusive right to make, use, or sell his or her invention.

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5. Unit Patent Management Officer or Committee

The Unit Patent Management Officer or Committee will be selected by the unit president in accordance with campus procedures.

6. System Invention Committee

The System Invention Committee will be selected by the Commissioner of Higher Education in accordance with procedures for appointments of inter-unit committees.

History:

Item 179-000, Patent Policy, University of Montana, July 10, 1961 (Rescinded), Item 18-007-R1077, Invention and Patent Policy, Montana University System, October 28, 1977.

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PAGE: 401.3 (1 of 1)

SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: November 2, 1979

Section: 401.3 Copyrights

Issued: November 20, 1979

Approved: *P.C. Deneb*

Board policy:

1. Works which are produced by an employee in connection with an approved and sponsored research project are treated in accordance with the agreement negotiated with the sponsor. In the absence of such agreement or to the extent such an agreement does not fully address ownership of works produced, such works shall be treated in accordance with sections 2 or 3 of this policy.

2. When an employee is assigned work or responsibilities for the specific purpose of developing computer programs, visual aids, manuals, public relations material, or other copyrightable works, the works produced pursuant thereto and all royalties therefrom shall be the property of the university unit. Assignment of the copyright shall be indicated either on the individual employment contract or in a separate document countersigned by the employee. Should the university unit and the employee agree to a division of royalties such division must be included in the contract or in a separate document countersigned by the employee. If the university unit does not wish to copyright the work, the employee may obtain a written release from the President and may then copyright the work in his/her own name. Upon written request for release by the employee the university unit will respond within thirty (30) days.

3. When an employee develops copyrightable works other than those defined in paragraphs 1 or 2 above, he/she shall have sole right of ownership and disposition of such works. When such works are produced, developed or authored through the use or with the aid of the university unit's facilities, personnel or other resources, the unit must be reimbursed for the fair market value of the use of any such facilities, personnel or resources, except those considered part of the normal academic environment including library facilities. Manuscripts or works of art designed for publication in media where no remuneration is given the author(s) are exempt from this reimbursement requirement.

History:

Item 25-005-R1179, Copyrights; Montana University System, November 2, 1979

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PAGE: 402 (1 of 1)

SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: Apr. 8, 1974

Section: 402 Anatomical Donations

Issued: Dec. 13, 1976

Approved: *J. C. K. [signature]*

Statutory authority:

Anatomical Gift Act, Revised Codes of Montana, Section 69-2315 to 2323 particularly Section 69-2317(2)

Board policy:

Any college or university of the Montana University System may accept anatomical donations in accordance with the provisions of the Anatomical Gift Act, Section 69-2315 et. seq., Revised Codes of Montana 1947, for the purposes of education, research, advancement of medical or dental science, or therapy, provided, however, that such donation may be accepted only for use within the scope of an approved program.

History:

Item 4-012-R0474, April 8, 1974

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PAGE: 403 (1 of 1)

SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: Feb. 15, 1979

Section: 403 Research:
inter-campus
communication

Issued: March 1, 1979

Approved: *P.C. Tucker*

Administrative policy:

1. Federally funded project proposals which are approved are public information and should be shared upon request with other units of the Montana University System and the Commissioner's office.
2. The institutions requesting a copy of the funded proposal should, if asked, pay the cost of duplication. It would be appropriate for campuses to share news of funded projects through newsletters and information sheets, and these should be routinely circulated among all campuses.
3. We are a University System, and each campus should accept the obligation to inform the other units of project activities where there is obvious, logical, shared interest according to the officially approved role and scope statement. No campus should be involved in research or other type of project which does not logically relate to its role and scope statement.

History:

Memorandum from George R. Bandy, Acting Commissioner of Higher Education to Presidents and Vice Presidents or Directors of Research, February 15, 1979.

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SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: Jan. 31, 1986

Section: 404 Indirect Cost
Recovery Rate

Issued: Feb. 24, 1986

Approved: *P.C. Durbin*

Board policy:

1. The indirect cost recovery rate for the units of the Montana University System shall be as follows:

a. Federal project grants or contracts:

The annually determined, federally audited rate for each unit shall be used;

b. State project grants or contracts:

(1) For grants or contracts for research, the indirect cost recovery rate shall be 20 percent of total direct costs or 30 percent of salaries, wages and benefits, whichever is less.

(2) For training programs, the indirect cost recovery rate shall be 8 percent of total direct costs.

(3) For all grants or contracts where the original source of funds is a federal program, the federally audited rate for the unit receiving the grant or contract shall be applied.

c. Private individual or corporation project grants or contracts:

The indirect cost rate negotiated by each unit shall be used.

d. In special circumstances, the units are authorized to use indirect costs to meet required cost sharing in grants and contracts.

e. When two or more units of the Montana University System are seeking the same grant or contract, they will use the rate established by this policy or will use the same rate.

History:

Item 23-001-RO379, Indirect Cost Recovery Rate (Revised), Montana University System, May 30, 1979 and January 31, 1986.

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SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: November 2, 1979

Section: 405 Montana Center for Gerontology

Issued: November 20, 1979

Approved: *O.C. Tushnet*

Policy:

1. Montana State University is designated as the lead institution for the gerontology program within the Montana University System.
2. The following protocol shall guide the operation of the program.

Protocol:

A. Purpose

The main purpose of the center is to generate, accumulate, and distribute knowledge concerning aging and aging processes. Four main functions derive from this purpose: education, research, technical assistance, and functioning as lead institution in this area for units of the Montana University System and other institutions of higher education which may wish to participate.

The center shall be a facility for the State of Montana to carry out multidisciplinary and interdisciplinary instruction and training, research, program development, and community service. The center will utilize the cooperative capabilities of university system faculty, staff and resources for the benefit of Montana and the expansion of knowledge pertaining to the aged and to the aging process.

The center shall be the central agency within the Montana University System for coordinating resources and services pertinent to the aged. Coordination shall include providing resource assistance to those institutions of higher learning throughout Montana that will be involved in carrying out programs and projects for the aged.

Throughout these functions, the center is to facilitate and develop growth and interest in the respective units of the Montana University System and other interested institutions. As the Gerontology Site Visitors Report (March 1, 1979, Dayton to UM, MSU and EMC) avers:

"Designating a lead institution for gerontology poses a dilemma because no university has the complete range of courses and disciplines to launch a comprehensive program. In fact, the state system's policy of avoiding duplication in academic training precludes any single university assuming total responsibility for gerontology, which is an inherently multidisciplinary subject.

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Approved *O.C. Durbin*

The two institutions not being designated the lead should continue to foster their gerontology programs. . . It is therefore recommended that the lead institution carry with it a strong mandate that will ensure a collaborative effort among the three institutions. . ."
(p. 6, 7)

B. Goals

1. Promote instruction of personnel in the field of gerontology at the undergraduate and graduate levels as well as offer non-credit educational and training programs.
2. Stimulate, create and coordinate opportunities for innovative, multidisciplinary inter-institutional efforts in educational instruction in the area of adult development and aging.
3. Develop, carry out and publish research projects in gerontology. Types of activities will include evaluation studies associated with short- and long-term training as well as basic research and position papers.
4. Provide consultation and technical assistance in gerontologically-related topics to public, private and voluntary organizations.
5. Serve as a repository of information and knowledge concerning the field of gerontology. In addition, serve as a liaison and supplier regarding available resources on aging between federal, state, local governments, educational institutions, private organizations and the public.
6. In cooperation with existing placement services, assist trainees of the individual gerontology programs to obtain information about and to acquire, where possible, gerontologically-related employment.
7. To undertake the lead responsibilities in collaborating and initiating cooperative endeavors among the three existing gerontology centers and assist in the development of gerontology at other postsecondary educational institutions. Full use will be made of the resources and activities available at all cooperating institutions, and the contributions from unique programs will be recognized and encouraged.

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Approved: *P.C. Durham*

8. Where appropriate, deal with local, state and federal agencies on behalf of the cooperating institutions to set up cooperative research, education, training and service programs.

C. Organizational Structure and Functions

1. Coordinating Board

The Montana Center for Gerontology is coordinated by a Board consisting of a representative of Montana State University, University of Montana, Eastern Montana College, the Commissioner of Higher Education, Department of Institutions, Department of Social and Rehabilitation Services, Department of Health and Environmental Sciences, and two representatives of direct care providers and consumers to be selected by the other board members for a total of nine members. The chairman is elected by the Board members for a term of office to be determined by the Board.

The board will evaluate and make recommendations to the administrative head of the lead institution for timely distribution of grants.

The lead institution shall report to the Board at each meeting regarding proposals planned or submitted, and the projects in progress or proposed under funded proposals.

2. Campus Advisory Committee and Campus Coordinator

Each participating educational institution shall form a campus advisory committee and designate a campus coordinator. The campus coordinator shall be the focal point for communication between the campus and the lead institution, other educational institutions, local, state and federal agencies, and other organizations.

3. Center Associates

Faculty members from each participating educational institution who are actively involved in an activity in aging are nominated by the institution and appointed by approval of the Board as "Center Associates." These are two-year renewable appointments. Faculty members outside of Montana may also be appointed as Center Associates for one-year terms.

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Approved: *O.C. Duncan*

4. Director

The Director of the center is appointed by the President of the lead institution after consultation with the Coordinating Board. The Director reports to the institutional president (through whatever intermediate administrators the President may designate) for administrative purposes and to the Coordinating Board for policy purposes.

5. Fiscal Affairs

Funding for the center is provided by federal, state and local agencies and private sources and professional groups. To promote stability and efficiency, the center may seek state funding to support its ongoing operation. Funds for each of the administrative personnel, including the campus coordinators would be included in the center's budget.

When the lead institutions awards a subcontract to another institution, then the indirect cost applicable to that grant or subcontract would also pass to that institution.

The lead institution will approve all grants or subcontracts which it will handle, specifically with regard to budgets. Claims for reimbursements must be in sufficient detail to establish that the costs are reasonable, in accordance with the budget, and that the lead institution can be reasonably satisfied that the costs will be auditable.

Each institution will be responsible, on its own, to resolve any audit findings on their grant or subcontract. The lead institution will not be responsible for audit exceptions on other campuses.

D. Operational Guidelines

The Coordinating Board and Center administration (including Campus Coordinators) shall address the following matters as expeditiously as possible:

1. Adopt Board by-laws and create an operating manual.
2. Examine its own structure and propose changes in Board membership.

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Approved: *P.C. Dunbar*

3. Mandate and devise the necessary structure that permits appropriate RFP's to be made available on a timely basis to all participating institutions.
4. Examine and determine where grants are to be housed, and the procedures necessary for inter-institutional submission of such grants.
5. Examine and determine how evaluation instruments are built into the protocols, with clearly defined evaluative procedures for maintaining an accountability in the inter-institutional endeavors of the center.
6. Examine and determine how the agenda for Board meetings is to be determined with the express purpose of guaranteeing equal input by the participating institutions.

History:

Board of Regents Minutes, April 9, 1979; Item 25-006-R1179,
Montana Center for Gerontology, November 2, 1979.

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PAGE: 406.1 (1 of 1)

SUBJECT: RESEARCH AND PUBLIC SERVICE

Effective: March 10, 1980

Section: 406.1 Department of Defense
contracts; Montana State
University

Issued: March 26, 1980

Approved: *P. E. Leland*

Board policy:

1. The members of the Board of Regents of the Montana University System named below have no need to have access to classified information in the possession of Montana State University, and therefore, shall not require, shall not have, and can be effectively excluded from access to all classified information in the possession of Montana State University and do not occupy positions that would enable them to affect adversely the institution's performance of classified contracts or programs for the Department of Defense or other Federal agencies:

Mr. Ted James, Chairman
Mr. Jeff Morrison
Mr. Jack Peterson
Mr. Lewy Evans
Ms. Mary Pace
Mrs. Lola Hansen
Ms. Shelly Hopkins

2. The Board of Regents of the Montana University System shall and it does hereby authorize and designate the officers named herein as the managerial group having authority and responsibility for the negotiation, execution, and administration of Department of Defense contracts with Montana State University under the meaning of the Industrial Security Manual for Safeguarding Classified Information:

William J. Tietz, President
John Jutila, Vice President for Research
C. Ray Wimberly, Head, Department of Mechanical Engineering
and Project Coordinator

History:

Resolution, March 10, 1980

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SUBJECT: STUDENT AFFAIRS

Effective: July 23, 1999

Section: 500 Index

Issued: July 23, 1999

Approved: 

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SUBJECT: STUDENT AFFAIRS

Effective: July 23, 1999

Section: 500 Index

Issued: July 23, 1999

Approved: *E. Dale*

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PAGE: 501.1 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: May 21, 1998

Section: 501.1

High School Honor Scholarships

Issued: June 5, 1998

Approved: *E. Dale*

Board policy:

1. The Board of Regents of Higher Education will award High School Honor Scholarships annually in accordance with the following procedures.

2. The scholarships may be utilized at any unit of the Montana University System or Dawson, Flathead Valley, and Miles community colleges as a waiver of registration and incidental fees, provided satisfactory academic progress is maintained.¹

Procedures:

1. High School Honor Scholarship. One scholarship may be awarded to a member of any graduating class having 25 or fewer graduates. An additional scholarship may be awarded for each additional 25 graduates or major fraction thereof. In cases where a school has ten or fewer graduates and students in the top 25 percent decline the scholarship, the school may award a scholarship to the next eligible student with a grade point average of 3.0 or higher.

a. The high school principal must certify to the Commissioner of Higher Education that the prospective recipient is a graduate of an accredited high school of the state and has been enrolled in an accredited high school for at least three years prior to graduation, ranks within the highest one-fourth of his or her class in scholarship, has a minimum grade point average of 3.0, has met college preparatory requirements (see Section 301.7), and is the highest in scholarship of those members of the graduating class desiring to attend a unit of the Montana University System.

b. If the recipient of a High School Honor Scholarship decides not to enter a unit of the Montana University System or Dawson, Flathead Valley, and Miles community colleges, the student should relinquish the scholarship at once. In such cases where the scholarship is relinquished prior to December 31 of the award year, the high school principal may certify the next ranking eligible member of the same graduating class, but such person will be subject to the same restrictions as the original holder of the scholarship.

c. A recipient must utilize the scholarship within 9 months after high school graduation.

d. The computation of actual grade point averages and the size of the graduating class shall be as of the end of the 7th semester of high school or, in the case of a student graduating in three years, at the end of the 5th semester of high school. Weighted grade point averages may be used to break a tie. The student has until the date of high school graduation to meet the Montana University System college preparatory requirements (see Section 301.7).

e. The scholarships awarded shall specify the terms of the award and which fees are covered.

¹ See Section 940.13 of the Policy and Procedures Manual concerning administration of fee waivers.

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PAGE: 501.2 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: November 20, 1997

Section: 501.2

Community College Honor
Scholarships

Issued: December 10, 1997

Approved: *E. Dale*

Board policy:

1. The Board of Regents of Higher Education will award Community College Honor Scholarships annually in accordance with the following procedures.
2. The scholarships may be utilized at any unit of Montana University System as a waiver of registration and incidental fees, provided satisfactory academic progress is maintained.¹
3. The value of the scholarship may not be more than the maximum undergraduate registration and incidental fees.

Procedures:

1. One scholarship may be awarded to a member of any graduating class for each 25 associate degree graduates or major fraction thereof.
 - a. The chairman of the Board of Trustees of a community college district must certify that the prospective recipient is a graduate of the community college with an associate degree, is the highest in scholarship of those members of the graduating class desiring to attend Montana University System, and is recommended by the president and faculty of the community college.
 - b. A recipient must utilize the scholarship within 9 months after receiving the associate degree from the community college.
 - c. The scholarship is intended for residents of the State of Montana.

History:

Item 5-006-R0774, Policy regarding Fee Waivers, Montana University System, amended June 7, 1976 (rescinded); Item 18-006-R1077, Honor Scholarships, Montana University System, October 28, 1977 as revised November 20, 1997.

¹ See Section 940.13 of the Policy and Procedures Manual concerning administration of fee waivers.

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PAGE: 502.1 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: Sept. 8, 1975

Section: 502.1 Dormitory residency requirements

Issued: Sept. 28, 1994

Approved: *E. J. Hest*

Board policy:

The president of each institution of the Montana University System is authorized to implement, at his discretion, a policy requiring all students who have not earned 30 semester credit hours to reside in campus dormitory facilities.

If such a policy is implemented, the president shall establish an appropriate appeal mechanism to allow the granting of exceptions to the policy and shall file the written policy providing appeal procedures with the Office of the Commissioner of Higher Education. The decision of any campus body established to hear dormitory residency appeals shall be final.

History:

Item 10-001-R0975, September 8, 1975

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PAGE: 502.2 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: Jan. 14, 1974

Section: 502.2 Dormitory opening schedules

Issued: April 18, 1977

Approved: *Pe Dunbar*

Board policy:

Residence halls will be open for occupancy at least one day prior to the date upon which registration commences for any regular academic period and remain open at least two days after the completion of any regular final examination period.

History:

Item 3-019-R0174, January 14, 1974.

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PAGE: 503.1 (1 of 2)

SUBJECT: STUDENT AFFAIRS

Effective: May 3, 1985

Section: 503.1 Alcoholic beverages;
Montana University System

Issued: May 15, 1985

Approved: *P.C. Drunkan*

Board policy:

1. Consumption of alcoholic beverages on property belonging to the Montana University System is prohibited except as expressly permitted.
2. Alcoholic beverages may be consumed by students and their guests in individual dormitory rooms or in individual married student housing units, provided such consumption is in compliance with state law .
3. Unless otherwise authorized by the president, alcoholic beverages may not be consumed in the halls, lounge areas, utility rooms, other public areas of dormitories, or in any other campus locations.
4. Authorizations by the president for consumption of alcoholic beverages in locations other than individual dormitory rooms or individual married student housing units shall conform to the following conditions:
 - a. consumption shall be in connection with a substantive event, such as a banquet, official entertainment, reception;
 - b. food and non-alcoholic beverages shall also be available;
 - c. the event shall be monitored to prevent consumption by a person not of legal age.
5. Each unit may establish additional regulations, not in conflict with this policy, controlling the consumption of alcoholic beverages.
6. Alcoholic beverages may be sold and consumed at the University of Montana golf course, provided a license is secured pursuant to 16-4-109 MCA, and such sale or consumption is in compliance with the requirements of licensure.

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PAGE: 503.1 (2 of 2)

SUBJECT: STUDENT AFFAIRS

Effective: May 3, 1985

Section: 503.1 Alcoholic beverages;
Montana University System

Issued: May 15, 1985

Approved: *A.C. Duncan*

Definitions:

"Alcoholic beverage" means any beverage which is subject to the
"Montana Alcoholic Beverages Code."

"Property belonging to the Montana University System" means any
property which is owned, leased or otherwise controlled by any unit of
the Montana University System.

History:

Board of Regents' Minutes, September 10, 1973; Item 12-005-R0676,
October 29, 1975, as amended May 3, 1985

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PAGE: 504.1 (1 of 2)

SUBJECT: STUDENT AFFAIRS

Effective: Jan. 16, 1978

Section: 504.1 Resident Student Financial
Assistance Program

Issued: January 30, 1978

Approved: *P.C. Dunham*

Board policy:

1. The Commissioner of Higher Education is directed to carry out the provisions of 75 R.C.M. 9405 et seq. concerning the resident student financial assistance program.

Procedures:

1. An advisory council for the resident student financial assistance program is hereby created to consist of:

- a. 3 practicing financial aid officers
- b. 1 chief administrator of a postsecondary educational institution
- c. 1 chief fiscal officer of a postsecondary educational institution
- d. 1 student enrolled full-time at a postsecondary educational institution

There may be only one member from any given postsecondary institution.

2. The members of the advisory council shall be appointed for one-year terms. When a vacancy occurs, the Board shall appoint a person to fulfill the unexpired term.

3. The Commissioner of Higher Education shall nominate persons for consideration by the Board of Regents and shall, to the extent possible, insure representation from all sectors of the postsecondary educational institutions including licensed proprietary institutions.

4. The Advisory Council shall meet upon the call of the Commissioner of Higher Education or designated representative.

5. The Commissioner may delegate responsibility for day-to-day program operations to a member of his staff and shall provide necessary guidelines for the advisory committee.

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PAGE: 504.1 (2 of 2)

SUBJECT: STUDENT AFFAIRS

Effective: Jan. 16, 1978

Section: 504.1 Resident Student Financial
Assistance Program

Issued: January 30, 1978

Approved: *P.C. Thurman*

6. The Commissioner shall seek the advice of appropriate faculty scholarship committees.

History:

Item 19-003-R0178, Resident Student Financial Assistance Program,
January 16, 1978.

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Policy and Procedures Manual

PAGE: 504.2 (1 of 4)

SUBJECT: STUDENT AFFAIRS

Effective: May 21, 1999

Section: 504.2

Montana Work Study Program

Issued: July 23, 1999

Approved: *E. Lile*

Statutory authority:

20-25-701 Montana Codes Annotated

Board policy:

1. The Montana Work-Study Program shall be implemented according to the following procedures.

Procedures:

I. Allocation of funds - Funds appropriated by the legislature for the Work-Study Program will be allocated on the basis of the number of full-time students classified as residents for fee purposes at each participating institution for the fall term of the prior year as reported to the Office of the Commissioner of Higher Education.

II. Eligible Institutions - Any public institution of postsecondary education governed, supervised or coordinated by the Board of Regents of Higher Education is eligible to participate in the program.

III. Program Criteria - Students eligible for the Montana Work-Study Program may work for the educational institution itself or work for a public or private non-profit agency within the State of Montana. Such employment must meet the following criteria:

- A. must not result in the displacement of employed workers impair existing contracts for services.
- B. must not involve the construction, operation or maintenance of that portion of any facility which is used or is to be used for sectarian instruction or as a place of worship.
- C. the work provided under this program
 1. must not involve any partisan or non-partisan political activity associated with a candidate or contending group or faction in any election for public or party office and
 2. must be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region, proficiency of the employee, and any applicable Federal, state or local legislation.
- D. Work for a public or non-profit organization other than the institution must
 1. be in the public interest (devoted to the general, national or community welfare rather than that of a particular interest or group), and

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Policy and Procedures Manual

PAGE: 504.2 (2 of 4)

SUBJECT: STUDENT AFFAIRS

Effective: May 21, 1999

Section: 504.2

Montana Work Study Program

Issued: July 23, 1999

Approved: *E. A. Cole*

2. be evidenced by a written agreement containing the conditions of such work between the institution and the organization.

The institution is responsible for ensuring that any arrangements executed will be with a reliable organization with professional direction and staff, that the work performed by each student will be properly supervised and that such work will be consistent with the purposes of the 20-25-701 M.C.A. et seq.

E. In no event shall work be considered to be in the public interest where

1. it is work for which the political support or affiliation of the student is a prerequisite or consideration for employment,
2. it is work to be performed for an elected official other than as part of the regular administration of Federal, state or local government or
3. it is work which is primarily for the benefit of the members of a limited membership organization (such as a credit union, fraternal order, or a cooperative) rather than the public.

F. In no event can any of these funds be used as matching for Federal Work-Study funds by any institution.

G. Institutions shall maintain a separate account for Montana Work-Study funds.

H. Institutions may establish a policy whereby the employing unit shall pay an administrative expense to the institution based on gross earning of students employed under this program.

IV. Eligibility and Selection of Student Participants - A student will be eligible for employment under the Montana Work-Study Program during periods in which all of the following conditions are met:

- A. The student must be a Montana resident for fee purposes, as established by the educational institution.
- B. The student must be accepted or enrolled as a full-time student at the institution. An enrolled student must be in good standing for financial aid purposes as determined by the educational institution.
- C. The student is expected to complete the Financial Aid Form (FAF) or other acceptable application in applying to participate in the program.

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PAGE: 504.2 (3 of 4)

SUBJECT: STUDENT AFFAIRS

Effective: May 21, 1999

Section: 504.2

Montana Work Study Program

Issued: July 23, 1999

Approved: *E. L. L. L.*

V. Administration - Each institution will be responsible for the administration of the Montana Work-Study Program in its own school. There must be no discrimination against any individual participant because of race, creed, color, sex, national origin, age or non-job related physical handicap. The financial aid administrator in the college or university who is responsible for administration of other forms of financial aid, will be designated as the institution's representative with responsibility for the general conduct of the programs.

In addition, the financial aid administrator or the president's designee shall have the following responsibilities:

- A. Determine which students are eligible to participate in this program. The financial aid director may classify as full-time, any student who is enrolled for remedial instruction when such enrollment, in addition to other courses being taken, represents the equivalent of full-time enrollment.
- B. Determine which institutional jobs are to be assigned to students.
- C. Authority to transfer not more than 25% of the current year's work study allocation to other state financial aid allocations, as needed, if it is determined by March 1 of the current academic year that the current year's work study awards will not be earned by eligible students. Any non-allocated work study funds in excess of the 25% unused amount must be returned to the Commissioner of Higher Education by April 15, who may allocate them to another eligible institution.
- D. File a special report with the Commissioner of Higher Education by March 15 of each academic year detailing any funds transferred to other state financial aid programs as authorized in Section V.C.
- E. File annual reports with the chief administrative officer of the institution and the Commissioner of Higher Education.
- F. Determine if a student should continue participation in the program if the student's work proves to be unsatisfactory.

VI. Determination of Financial Needs and the Making of Awards

- A. At least 70 percent of the funds allocated to program shall be used to provide job opportunities for students with demonstrated financial needs. The remainder of the funds allocated to this program may be used to provide job opportunities on a basis other than financial need. Such other bases include, but are not limited to
 - 1. laboratory, teaching, and tutorial assistantships requiring particular skills; and

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SUBJECT: STUDENT AFFAIRS

Effective: May 21, 1999

Section: 504.2

Montana Work Study Program

Issued: July 23, 1999

Approved: *E. Hill*

2. cases in which a student's family cannot demonstrate financial need but in which the student has a desire to contribute toward his education through employment.

- B. Total applicant resources shall be determined according to the uniform methodology system of need analysis. Institutional financial aid offices may make reasonable adjustments to the computed total applicant resources if individual circumstances warrant such adjustments. In addition, non-liquid assets may be disregarded. Any adjustments must be documented and placed in the student's financial aid file.

VII. Number of Hours of Employment - During periods of regular enrollment, when classes in which a student is enrolled are in session, the student shall be limited to working no more than an average of 20 hours per week under the program, averaged over the semester or payroll period as determined by the institution. Work performed during any week when classes are not in session shall not exceed 40 hours and shall not be counted as contributing toward the average per week established in the preceding sentence. Also, a student may be employed for up to 40 hours per week during summer session or other similar period when not enrolled as a full-time student.

VIII. Wage Rates - Wages must be the same as those paid to other student employees with similar qualifications and experience. Compensation shall be calculated on the basis of the hourly rate paid the student for actual time on the job, but such calculations shall not include sick leave, vacation pay or holiday pay.

IX. Payment to Students - Payments to students shall be made according to established student payroll procedures. The institution is responsible for ensuring that students are paid the full amount of wages earned under the program, whether the work is for the institution or for a public or private non-profit organization.

X. Reports - the institution shall submit such reports and information as the Commissioner of Higher Education may require in connection with the administration of the program. Reports should be submitted no later than September 15, following the close of the fiscal year.

XI. Funds Supplemental to Other Funds - All funds allocated through this program are supplemental in nature and are not meant to replace existing federal and state student financial assistance funds or any other funds that would otherwise be appropriated for student assistance.

XII. Employer Share of Student Compensation - The employer shall pay a minimum of 30 percent of the student's wages plus any other student employee benefit entitled by law.

History:

Item 40-002-R0783, Montana Work Study Program, July 29, 1983; as revised by the Board of Regents, May 21, 1999.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 504.3 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: Nov. 17, 1994

Section: 504.3

Eligibility for WICHE, WWAMI,
and Minnesota Dental Program

Issued: Dec. 10, 1997

Issued: *E. Dale*

Board policy

1. A person is eligible for participation in the WICHE, WWAMI, or Minnesota Dental programs if that person:

(a) meets the Board's general residency requirements at the time of filing an application as expressed in Policy 940.1; or

(b) has been a resident of the State of Montana for either 8 of the 10 years or for 12 of the 15 years immediately preceding the filing of an application, and has completed a 12-month durational residency period immediately prior to filing an application. Program applicants under this subsection must meet the System's general residency standards (Policy 940.1) during this 12-month period, except that these applicants may be full- or part-time students during this period.

History:

Item 50-001-R0186, Eligibility for WICHE, WAMI, and Minnesota Dental Programs, March 21, 1986, as revised July 30, 1992 and November 17, 1994. Editorial change ("WAMI" to "WWAMI") made December 10, 1997.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 504.4 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: Apr. 28, 1987

Section: 504.4 WICHE Undergraduate Student
Program

Issued: May 23, 1987

Approved: *P. C. Durbin*

Board policy:

1. The Commissioner of Higher Education is authorized to commit the Montana University System to participate in the WICHE Undergraduate Exchange program, if it is approved by the Western Interstate Commission on Higher Education.

2. The Commissioner of Higher Education, in conjunction with the presidents of the units, may designate specific programs and/or levels of participation.

3. If a community college board of trustees indicates its desire to participate, the Commissioner of Higher Education shall communicate such desire to WICHE. The Commissioner, in conjunction with a community college president, may designate specific programs and/or levels of participation, after approval of participation is authorized by the community college board of trustees.

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PAGE: 504.5 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: July 7, 1994

Section: 504.5 Graduate Scholarships

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

Each unit of the Montana University System is authorized to grant Board of Regents graduate scholarships to graduate teaching assistants and graduate research assistants. The scholarships will be partial payment for the services provided by teaching and graduate research assistants. The amount of the scholarship will not exceed the amount by which out-of-state graduate incidental fees exceed in-state graduate incidental fees. Each unit of the Montana University System may determine the number of graduate scholarships to award to teaching assistants and graduate research assistants.

History:

Graduate scholarships were formerly included in section 11 of Residency Policy 940 1, Montana University System, Item 84-004-R0794, Graduate Scholarships, approved by the Board of Regents July 7, 1994.

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PAGE: 505 (1 of 1)

Effective: January 7, 1980

Issued: January 25, 1980

Approved: *P.C. Durbin*

SUBJECT: STUDENT AFFAIRS

Section: 505 Guaranteed Student Loan
Program

Statutory authority:

Section 20-26-1101 through 1107, Montana Codes Annotated.

Board policy:

1. The guarantee agency will be organized under the Office of the Commissioner of Higher Education and will be responsible for the administration of the Guaranteed Student Loan program. Staff will be employed by the Commissioner and funded through revenues generated by the program. The agency will retain the following activities: regulation and compliance, lender promotion, school and student liaison and other duties necessary for the administration of the Guaranteed Student Loan program.

2. The guarantee agency will request the Office of Education to terminate all contractual agreements under the Federally Insured Student Loan program as of the effective date of the Guaranteed Student Loan program.

3. The Board of Regents will form a nonprofit foundation for the purpose of establishing a secondary market. The board of directors of the nonprofit foundation will be composed of eleven members. The membership method of selection and appointment will be set forth in The Articles of Incorporation of the nonprofit foundation. The nonprofit corporation will request the Governor to designate that corporation as the single nonprofit agency in the state defined in Section 435 (g)(1)(D) of Title IV, Part B of the Higher Education Act of 1965 as amended.

4. The state agency will contract negotiated fees with a nonprofit servicer for the activities described in the Request for Proposal. The activities will include but not be limited to loan processing, essential loan services, special loan services, pre-claims assistance, claim processing and collections.

5. The nonprofit corporation may establish a line of credit with a lending institution to provide start-up funds necessary to implement the guarantee program. The funds will be made available to the guarantee agency and will be repaid in full when the Guaranteed Student Loan program becomes self supporting. The amount of credit shall not exceed \$100,000.

History:

Item 26-012-R0180, Montana Guaranteed Student Loan Program, January 7, 1980.

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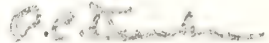
PAGE: 505.1 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: Dec. 8, 1980

Section: 505.1 Guaranteed Student Loan
Service Organization

Issued: Dec. 22, 1980

Approved: 

Board policy:

1. The Commissioner of Higher Education is authorized to initiate negotiations with United Student Aid Funds, Inc., a nonprofit organization which will provide services for the Montana Guaranteed Student Loan program. Upon completion of the negotiations a contract will be submitted to the Board of Regents for their approval.

2. a. The Board of Regents approves the contract appointing United Student Aid Funds, Inc., as agent of the Board to provide services for the Montana Guaranteed Student Loan program and authorizes the Commissioner of Higher Education to sign the contract on behalf of the Board.

b. The Commissioner is authorized to amend Paragraph 2 of the agreement from time to time when necessary to increase the aggregate amount of loans outstanding at any one time which USAF is authorized to guarantee. The Commissioner shall notify the Board of Regents whenever the agreement is so amended.

History:

Item 26-018-R0380, Guaranteed Student Loan Service Organization, March 10, 1980. Item 27-002-R0480, Authorization for the Commissioner of Higher Education to execute a contract with United Student Aid Funds, Inc., for the operation of the Montana Guaranteed Student Loan program, April 1980 as revised December 8, 1980.

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PAGE: 505.2 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: Dec. 14, 1989

Section: 505.2 Montana Higher Education
Student Assistance Corporation

Issued: July 18, 1990

Approved: *P. D. Brady*

Board policy:

1. The Commissioner of Higher Education is authorized to file with the Secretary of State Articles of Incorporation for the Montana Higher Education Student Assistance Corporation.

2. The Commissioner of Higher Education is authorized and directed to serve as President and as an ex-officio non-voting member of the Board of Directors of the Montana Higher Education Student Assistance Corporation.

3. Staff in the Office of the Commissioner of Higher Education is authorized to assist the Commissioner in the conduct of the management of the Corporation as directed by the Commissioner. The corporation may, upon approval of the Regents, compensate the Commissioner and other staff persons in reasonable amounts for services rendered to the corporation. Regents' approval for any specific amount of compensation for an individual shall not be effective for a period in excess of one year.

History:

Item 26-019-R0380, Articles of Incorporation, Montana Higher Education Student Assistance Corporation, March 10, 1980 (Rescinded); Item 27-001-R0580, May 19, 1980. Item 28-002-R0980, Montana Higher Education Student Assistance Corporation; staffing, September 8, 1980, and December 14, 1989.

MONTANA STATE UNIVERSITY
Policy and Procedures Manual

PAGE: 505.3 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: April 26, 1980

Section 505.3 Guaranteed Student Loan Program
Lender Agreements

Issued: May 15, 1980

Approved: 

Board policy:

1. The Board of Regents will not guarantee any loan made by a lending institution under the Montana Guaranteed Student Loan Program unless a contract has been executed between the lending institution and the Board of Regents containing standards and requirements for making guaranteed student loans. The board approves the terms and conditions expressed in the contract form (attached as Exhibit B) as minimum standards which lending institutions must satisfy to make loans under the Montana Guaranteed Student Loan Program.

2. The Commissioner of Higher Education or his designee is authorized to negotiate with Montana lending institutions and enter into contracts to guarantee student loans.

History:

Item 27-003-R0480, Approval of the Board of Regents/Lender Agreement under the Montana Guaranteed Student Loan Program, April 21, 1980;
Item 27-004-R0480, Authorization for the Commissioner of Higher Education or his Designee to Execute an Agreement with Approved Lenders in Montana under the Guaranteed Student Loan Program, April 21, 1980.

GUARANTEE PROGRAM: the Program undertaken by the Board pursuant to the State Act under which the Board will guarantee payment of principal and interest of eligible loans.

HANDBOOK: the loan procedures manual (Form 127) as from time to time amended or supplemented describing how the Guarantee Program is to be administered.

LOAN: a loan made to a Borrower by the Lender evidenced by an Approved Note.

LOAN APPLICATION: the application for a Loan on Form 115.

NOTICE OF DEFAULT: a notice on Form 108 that an Approved Note is in Default.

PROMISSORY NOTE: the loan agreement on Form 104.

REPAYMENT SCHEDULE: the repayment schedule addendum to a Promissory Note on Form 106.

RESERVE FUND: the fund established for the purpose of reserving sufficient funds to purchase defaulted loans.

STUDENT: a person who meets the definition of an eligible student under the Guarantee Program.

USA FUNDS: United Student Aid Funds, Inc., and its successors as administrative agent for the Board.

(b) All documents and instruments referred to in this Agreement shall be in the form from time to time adopted and approved for use by the Board.

2. Nothing contained in this Agreement shall obligate the Lender to make any particular loan; but the Lender agrees that it will re-finance or extend the maturity of each Approved Note held by it under the Guarantee Program, in accordance with the terms of such Approved Note and this Agreement.
3. The Lender agrees that, in respect of all loans made by it under the Guarantee Program and all Approved Notes held by it from time to time, it will, and it will cause its agents to:
 - (a) exercise reasonable care and diligence in the making and collection thereof.

- (b) exercise "due diligence" as defined in the Federal Act in the servicing and collection thereof.
 - (c) comply with all procedures and conditions on its part to be performed set forth in this Agreement; the Federal Act, and the Handbook.
 - (d) comply with all Federal and State laws and regulations applicable thereto, including, without limitation, the Federal Consumer Credit Protection Act and regulations thereunder.
 - (e) provide promptly to the Board such information and reports as may from time to time be reasonably requested by the Board.
 - (f) permit the Board to examine the student loan records and files for the purpose of conducting a program review and compliance as required by law and regulations.
4. Upon payment to the Board of any premium or other fee required under the Guarantee Program, the Board will guarantee each Promissory Note made by the Lender, provided, however, that the Board shall not be obligated to guarantee any such Note if:
- (a) such guarantee would cause the aggregate amount of principal of all outstanding Approved Notes guaranteed by the Board to exceed the maximum dollar amount which may then be guaranteed, as set forth in paragraph 7 hereof, or
 - (b) The board in its sole discretion determines that the procedures and requirements of applicable law and regulations, this Agreement and the Handbook have not been complied with in respect of such Promissory Note.
5. The Board will guarantee each extension or refinancing of an Approved Note which has been guaranteed by the Board; provided, however, that the action is in accordance with the terms of the underlying Approved Note or the procedures and requirements of applicable law and regulations, this Agreement and the Handbook.
6. (a) In the event of a Default in respect to any Approved Note, the Lender shall follow the procedure set forth in the Handbook. The Board does not guarantee payment by the Borrower of any delinquency charges imposed for late payments, and will not accept a default claim based solely on non-payment of such charges. Upon receipt from the Lender of a Notice of Default together with the Approved

Note (guaranteed by the Board), the Loan Applications, and evidence of collection effort satisfactory to the Board, the Board will pay to the Lender in accordance with the Handbook the full amount of the unpaid balance of principal and interest due on such Approved Note (other than any portion of such interest payable by the U.S. Office of Education under the Federal Act), provided the Lender has complied in all material respects with the procedures and requirements of applicable law and regulations, this Agreement and the Handbook in respect of such Approved Note. The Board shall thereupon succeed to all the rights of the Lender under such Approved Note.

(b) The liability of the Board as guarantor of any Approved Note in accordance herewith shall not be affected by the fact that the borrower was a minor at the time of this execution of the Note. Upon death or permanent and total disability of the borrower, the borrower's liability will be discharged by the Board as provided in (a) above.

(c) The board is obligated to make payments under this Agreement solely from the revenues or other funds in the guarantee fund maintained by the Board; neither the State of Montana nor any political subdivision thereof is obligated to pay the same, and neither the faith and credit nor the taxing power of the State of Montana or any of its political subdivisions is pledged to the payments to be made by the Board under this agreement. (See "Federal Reinsurance" Statement on reverse.)

7. The board covenants that, so long as the Lender is the holder of an Approved Note, the Board will not guarantee any new Loans made by the Lender or any other lender if, at the time such Loan is presented to be guaranteed, the amount in the Reserve Fund maintained by the Board is less than one percent (1%) of the then current outstanding principal amount of Loans guaranteed by the Board, under the Guarantee Program.
8. (a) No change, other than the extension of the maturity date pursuant to paragraph 5 of this Agreement, shall be made in the terms of any Approved Note, except with the prior written consent of the Board. Any such change made without such consent shall have the effect, at the option of the Board, of voiding the Board's guarantee of such Approved Note.

(b) If the Lender shall violate or fail to comply with any applicable law or governmental regulation or provision of this Agreement in respect of any Approved Note, then the Lender hereby agrees to assume liability for, and does hereby indemnify, protect and hold harmless the Board, its successors, assigns, directors,

officers, agents and servants, from and against any and all liabilities, losses, damages, penalties, claims, actions, expenses and disbursements, including legal fees and expenses, imposed on or incurred by them or any of them, in any way relating to or arising out of such violation or failure to comply, regardless of whether the Board shall have paid under its guarantee for such Approved Note.

9. The Board or its designated agent will furnish to the Lender from time to time a certificate as to the names and/or facsimile signatures of the officers or agents authorized to execute in its name and on its behalf guarantees of Approved Notes under this Agreement; and hereby warrants to the Lender that the authority so certified shall continue in full force and effect until the Board shall have delivered to the Lender written notice of revocation thereof. No recourse under or upon this Agreement or any Approved Note or guarantee thereof, or for any claim based thereon or otherwise in respect thereof, shall be had against any member, officer, employee or agent, as such, past, present or future, of the Board or of any successor either directly or through the Board or any successor.
10. Any notice required or permitted by this Agreement shall be in writing and shall be deemed to have been duly given if mailed, first class postage prepaid, addressed (i) if to the Board, 33 South Last Chance Gulch, Helena, MT 59601, (ii) if to the Lender, at the address indicated below, or (iii) at such other address of which the party to be notified shall have given notice as aforesaid.
11. This Agreement may be terminated by either party upon not less than 15 days' written notice to the other party. Such termination shall not affect any obligation incurred pursuant to this Agreement prior to the time that such termination notice becomes effective.
12. This Agreement shall inure to the benefit of and be binding upon the Board and the Lender and their respective successors and assigns. This Agreement supersedes all existing agreements between the parties with respect to the subject matter hereof. This Agreement shall not be varied by oral agreement, but only by an instrument in writing duly executed by the parties hereto. Any waiver or modification, expressed or implied, by the Board, of any term or condition contained in this Agreement shall operate as such only in the specific instance and shall not be construed as a waiver or modification of any such condition generally or in any other instance.
13. The obligations of the parties shall be governed by the laws and regulations of the State of Montana.

AGREEMENT TO GUARANTEE LOANS

THIS AGREEMENT, entered into between the Montana Board of Regents of Higher Education (hereinafter referred to as "the Board") and

(Name of Lender)

(City and State)

(hereinafter referred to as "Lender".)

WITNESSETH:

WHEREAS, the Board has objectives and purposes that are solely educational and charitable;

WHEREAS, the Board maintains a central office for the guarantee of loans made by participating lenders to students attending eligible educational institutions; and

WHEREAS, the Lender is desirous of participating in the Guarantee Program of the Board subject to the terms and conditions hereinafter set forth;

NOW, THEREFORE, in consideration of the initial loan which the Lender makes hereunder, and in further consideration of the mutual covenants hereinafter expressed, the Board and the Lender agree as follows:

1. The following shall govern the actions of the parties with respect to this agreement:

(a) As used herein the following words shall have the meanings respectively indicated:

APPROVED NOTE: a Promissory Note, including the Repayment Schedule addendum, guaranteed by the Board.

BORROWER: the maker or makers of an Approved Note.

DEFAULT: with respect to any Approved Note, the occurrence of any event which shall constitute a default under the terms of such Note.

ELIGIBLE EDUCATIONAL INSTITUTION: any institution of post-secondary education which is an "eligible institution" under the Guarantee Program of the Board and the Federal Act.

FEDERAL ACT: the Higher Education Act of 1965 (Public Law 89-329), as amended and in effect from time to time, or any successor enactment thereto, and the rules and regulations in effect from time to time thereunder.

14. The rights vested in the Board to fulfill the terms of this Agreement shall not be hereafter limited or altered nor shall the rights and remedies of the Lender be impaired in any manner until the Loans are fully met and discharged.

IN WITNESS WHEREOF, the Board and the Lender have each caused this instrument to be executed the _____ day of _____, 19____, by their respective duly authorized officers.

LENDER

John A. Richardson
Commissioner of Higher Education
Montana Board of Regents of
Higher Education

By _____
(Signature) (Title)

Street Address

City and State Zip

Federal Identification Number

FEDERAL RE-INSURANCE

Loans made pursuant to the Higher Education Act of 1965 and guaranteed by the Board which go into default are reinsured under an agreement with the U.S. Commissioner of Education. Under that agreement 100% of the losses from such defaults will be borne by the U.S. Commissioner except that: (a) if, for any Federal fiscal year, the amount of such reimbursement payments by the Commissioner exceed 5% of the loans which are guaranteed by the Board and which were in repayment at the end of the preceding fiscal year, the amount to be paid the Board as reimbursement for such excess shall be equal to 90% of the amount of such excess; and (b) if, for any Federal fiscal year the amount of such reimbursement exceeds 9% of such loans, the amount to be paid as reimbursement for such excess shall be equal to 80% of the amount of such excess.

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PAGE: 505.4 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: May 23, 1980

Section: 505.4 Non-profit corporation
to assist and promote the
Guaranteed Student Loan Program

Issued: June 10, 1980

Approved: *P.C. Dunham*

Board policy:

1. The Board of Regents authorizes the formation of a non-profit corporation for the purpose of issuing bonds to provide funds for purchase of student loans held by Montana lending institutions. In creating a secondary market for student loan notes, Montana lenders will be encouraged to make loans available to students under the Montana Guaranteed Student Loan Program. The corporation may also serve as a lender if a student is unable to obtain a loan from private lending institutions.

History:

Item 27-002-R0580, Authorization to Establish a Non-profit Corporation to assist and promote the Montana Guaranteed Student Loan Program, May 23, 1980.

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Policy and Procedures Manual

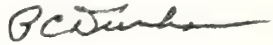
PAGE: 505.5 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: Jan. 22, 1982

Section: 505.5 Secondary Market Services

Issued: Feb. 16, 1982

Approved: 

Board policy:

1. The Student Loan Marketing Association (Sallie Mae) is approved to provide secondary market services for Montana lenders who wish to sell student loan portfolios.

2. The Commissioner of Higher Education is authorized to sign an agreement between the Montana Guaranteed Student Loan Program and the Student Loan Marketing Association.

History:

Item 34-902-R0182, Secondary Market; Guaranteed Student Loan Program, January 22, 1982.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 506.1 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: Oct. 25, 1985

Section: 506.1 Student participation in mandatory
fee decisions

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board policy:

The associated student governments of the Montana University System will be given opportunity to take part in discussion with the Board of Regents concerning any changes in tuition, building, computer, activity, and health fees, as well as any implementation of new mandatory fees assessed to all students.

Procedures:

1. Each associated student president of the Montana University System will be sent notification of proposed changes in the aforementioned fees at the same time the Board of Regents is notified of these proposals.
2. Except under extenuating circumstances, it is the intent of the Board of Regents to approve changes in the aforementioned fees at a Board meeting held during the normal academic year.
3. The Board of Regents, in its deliberations on mandatory fee changes or initiation of new fees, will review any information presented to the Board by the associated student governments.

History:

Item 49-002-R0985, Student Participation in Mandatory Fee Decisions, Montana University System; October 25, 1985

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 506.2 (1 of 1)

SUBJECT: STUDENT AFFAIRS

Effective: Oct 25, 1985

Section: 506.2 Associated student organizations and officers

Issued: Nov. 4, 1985

Approved: *P.C. Decker*

Board policy:

The recognized student government organization on each campus (hereinafter referred to as the associated students organization) shall be constituted and operated according to the following policies.

1. The associated students organization shall have a constitution, which must be approved by the president of the unit in order to be effective.

2. The constitution shall specify how funds to other student organizations will be distributed, and the distribution shall be in accordance with the stated policy.

3. Applicable state and federal laws and regulations, Regents' policies, and unit policies shall be followed in the operation of the associated students organizations. This includes, but is not limited to, the areas of purchasing, travel, personnel, retirement systems, accounting, and bidding.

4. Grants from the associated students organization to other organizations, except those organizations created in Item 5, shall be accompanied by a disclaimer of liability.

5. The Associated Students' constitution shall provide for a publications board for all student media or for each student publication or broadcast station. The composition and charge of the boards shall be specified in the constitution. The duties shall include overseeing the general operation of the publications without infringing on First Amendment rights.

History:

Item 49-003-R0985; Administrative Policy, Associated Student Organizations and Officers; Montana University System (as amended), October 25, 1985.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 600 (1 of 1)

SUBJECT: PLANNING

Effective: Jan. 28, 1994

Section: 600 Index

Issued: Jan. 28, 1994

Approved: *E. C. Heath*

<u>Section</u>	<u>Subject</u>	<u>Last Date Issued</u>
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602	Priority goals	05-26-86

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 601 (1 of 1)

SUBJECT: PLANNING

Effective: Sept. 13, 1982

Section: 601 Annual planning
reports

Issued: Sept. 22, 1982

Approved: *PC Durham*

Board policy:

1. The president of each unit of the Montana University System shall have an annual planning report prepared and submitted to the Commissioner of Higher Education by July 1 in such form and detail as the Commissioner may prescribe.

2. The planning report shall contain information for each of five prior years, by department or discipline or division as appropriate, including but not limited to the following:

- a. number of faculty
- b. number of FTE students
- c. student faculty ratio
- d. number of tenured faculty members
- e. percent of tenured faculty members.

3. The Commissioner of Higher Education shall provide necessary definitions to insure uniformity of responses among the units. The Commissioner of Higher Education shall analyze the campus planning reports and submit the analysis to the Board of Regents.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 602 (1 of 1)

SUBJECT: PLANNING

Effective: May 16 1986

Section: 602 Priority Goals;
Montana University
System

Issued: May 26, 1986

Approved: *P.C. Dunkan*

Planning for the future must recognize the needs of tomorrow as well as those which are evident today. In order to assure a quality system of higher education for the future, the Board of Regents adopts the following goals which 1) insure excellence, 2) provide for diversity within the system, and 3) appropriately invest the scarce resources of the state:

Goal I - To enhance the quality of the instructional, research and service functions of the University System.

Goal II - To provide student access and improve achievement within the overall educational system.

Goal III - To support the Board of Public Education in its efforts to ensure a high quality system of elementary and secondary education in the State of Montana.

Goal IV - To assure the citizens of Montana that the University System and the community colleges will be accountable for the efficient use of resources allocated.

Goal V - To work closely with business, industry and the governmental community for the economic revitalization of Montana.

Goal VI - To maintain the mission and integrity of the Montana University System.

Goal VII - To preserve the state's investment in the physical facilities on the campuses of the University System.

History:

Item 50-004-R0386, System Goals; Montana University System
(REVISED)

0191d

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 700 (1 of 2)

SUBJECT: PERSONNEL

Effective: Dec. 30, 1998

Section: 700 Index

Issued: Dec. 30, 1998

Approved: *E. Dale*

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PAGE: 700 (2 of 2)

SUBJECT: PERSONNEL

Effective: Dec. 30, 1998

Section: 700 Index

Issued: Dec. 30, 1998

Approved: *E. Dale*

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PAGE: 701.2 (1 of 1)

SUBJECT: PERSONNEL

Effective: Feb. 8, 1985

Section: 701.2 Recruitment;
campus personnel

Issued: Feb. 22, 1985

Approved:

R E S C I N D E D

Board policy:

1. Academic administrators. All academic administrators (deans and vice presidents including chief student affairs officers and chief fiscal officers) serve at the pleasure of the president and shall be recommended by the president to the Board of Regents through the Commissioner of Higher Education in consultation with affected faculty and, if possible, with the involvement of students.

The student president of a unit or his designee shall be invited to participate in the screening of candidates for the positions of deans and vice presidents, including chief student affairs officers and chief fiscal officers.

2. Faculty. Student advice shall be formally sought in academic personnel decisions.

Every unit should formulate procedures to provide for student information to departmental recommendations concerning selection of faculty members.

History:

Item 11-010-R0376, Policy Regarding Student Participation in Personnel Decisions Concerning Academic Administrative Officers, March 23, 1976 (Rescinded); Item 11-004-R0276, Policy Regarding Student Involvement in Departmental Personnel Decisions, February 6, 1976 (Rescinded); Item 8-001-R0475, Policy Regarding the Selection of Academic Administrators, April 14, 1975 (Rescinded); Item 19-002-R0178, Recruitment; Campus Personnel - Montana University System, April 11, 1978.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 702.1 (1 of 2)

SUBJECT: PERSONNEL

Effective: Mar. 21, 1986

Section: 702.1 Appointment of
faculty

Issued: Mar. 31, 1986

Approved: *P.C. Frank*

Board policy:

1. Appointments to teaching, research, or other faculty positions at each unit of the Montana University System shall be identified as either tenurable or nontenable. Tenurable appointments shall be either probationary or tenured.

2. Nontenable appointments are for a specified term and expire automatically without notice at the end of the term unless renewed prior to expiration.

3. Appointments at less than full-time or joint appointments of two or more individuals to a single position may not be tenurable appointments.

4. Service in nontenable appointments does not count towards probationary service for tenure.

5. An appointment not specifically identified as tenurable is a nontenable appointment. A tenurable appointment not specifically identified as tenured is probationary.

Procedures:

1. Each unit may establish policies for nontenable appointees regarding other faculty rights and responsibilities, including voting. Such policies may recognize different classes of nontenable appointments (such as adjunct faculty, adjunct research faculty, visiting faculty, lecturer, etc.).

2. The contract or letter of employment for nontenable appointees should specify the term of the appointment. In the event the term is not specified in the contract or letter, the term is considered to be the academic time division (quarter, semester, or summer session) during which employment first occurs.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 702.1 (2 of 2)

SUBJECT: PERSONNEL

Effective: Mar. 21, 1986

Section: 702.1 Appointment of
faculty

Issued: Mar. 31, 1986

Approved: *P.C. Dunham*

3. If a campus wishes to offer an appointment to a continuing appointee of another campus, the joint appointment must be approved by the campus administration where the faculty member has his regular appointment.

History:

Item 180-001, Sept. 11, 1961 is rescinded. Item 16-003-R0577, Appointment of Adjunct Faculty, Montana University System, July 11, 1977, revised June 26, 1981 and March 21, 1986.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 702.2 (1 of 1)

SUBJECT: PERSONNEL

Effective: May 9, 1977

Section 702.2 Appointment;
Commissioner's staff

Issued: June 23, 1977

Approved: *P.C. Dunbar*

Board policy:

1. Appointment of all contract professional employees on the Commissioner's staff shall be subject to Board review in the same manner as the Board reviews such appointments on the campuses of the Montana University System.

2. Board of Regents' approval is required whenever the Commissioner of Higher Education contracts for outside professional services for his office.

History:

Item 15-901-RI276 (Revised), April 12, 1977.

Item 10-003-RI175, November 7, 1975.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 702.3 (1 of 1)

SUBJECT: PERSONNEL

Effective: June 21, 1991

Section: 702.3 Appointment; campus personnel

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

1. Special services. (a) The hiring and retention of personnel not regularly employed by units of the university system to act as legal counsel, auditor, or architect shall be approved by the Commissioner of Higher Education. (b) The hiring and retention of any professional consultant other than those listed in subsection (a) not regularly employed by units of the Montana University System shall be approved by the Commissioner of Higher Education if it is anticipated that their services will exceed \$5,000.

In each such instance, the Commissioner shall notify members of the Board.

2. Security personnel. The presidents of the units of the Montana University System are authorized to appoint persons to be members of security departments at the several units.

Cross reference: See also section 1006.

3. Summer session. The presidents of Montana University System are authorized to employ visiting summer session staff personnel by letter.

A list of such appointments shall be furnished to the Commissioner of Higher Education for filing.

History:

Item 10-003-R1175, Policy Regarding the Hiring of Personnel to Perform Special Services, November 7, 1975, as revised June 21, 1991.

Cross reference: See Section 702.4, Legal Counsel.

Item 7-002-R0175, Authorization for Presidents to Appoint Security Personnel, January 16, 1975.

Item 3-009-R1273, Permitting Letter of Appointment for Summer Session Staff to Serve as Contract.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 702.4 (1 of 1)

SUBJECT: PERSONNEL

Effective: July 24, 1987

Section: 702.4 Appointment; legal counsel

Issued: August 7, 1987

Approved: *P.C. Jordan*

Board policy:

1. The Board of Regents authorizes the Commissioner of Higher Education to employ a legal staff on its behalf. A chief legal counsel shall be located within the Office of the Commissioner of Higher Education and shall have the responsibility to supervise and direct all other system legal counsel at the direction of the commissioner.

2. With the concurrence of the president, system legal counsel may be located on the campus of Montana State University and the University of Montana. Such campus based legal counsel are to be paid from campus funds at rates determined by the Commissioner after consultation with and a recommendation from the president of the campus, and approved by the Board of Regents. Campus based legal counsel will normally perform day to day activities under the direction of the campus president, but campus based legal counsel are considered to be a regular integral part of the system legal staff and shall perform legal work for the system or any campus at the direction of the chief legal counsel. In the event that any member of the system legal staff performs a significant amount of work for a campus and the attorney's salary is not derived from that campus, the Commissioner may direct that the campus make reasonable reimbursement to the fund from which the attorney's salary is initially derived.

3. No legal counsel employed by the university system may render any professional services for compensation for any person or organization without prior written permission of the Commissioner, nor may the legal counsel be reassigned or hold any other position without prior written approval of the Commissioner of Higher Education.

History:

Board of Regents' action, October 7, 1975 (superseded); Item 12-001-R0476, Policy Regarding Legal Counsel, April 12, 1976 as revised July 24, 1987.

Cross Reference:

See Section 702.3 also.

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MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 702.5 (1 of 1)

SUBJECT: PERSONNEL

Effective: June 12, 1984

Section: 702.5 Executive Contract;
Commissioner and Presidents

Issued: June 25, 1984

Approved: *P. C. Dunbar*

Board policy:

The following policy shall apply in written contracts of employment with the Commissioner of Higher Education or any of the Presidents of the units of the Montana University System in the absence of express contract provisions which are to the contrary.

1. Initial contracts for a Commissioner of Higher Education or President of a unit of Montana University System shall be for a period of two years. Salary increments shall be determined annually. An incumbent may be dismissed during the contract period for adequate cause.

2. Initial contracts may be renewed at the discretion of the Board of Regents. Such renewal shall be for a one-year period. Salary increments shall continue to be determined annually. Written notice of non-renewal shall be given by June 30 prior to the final contract year. No advance notice shall be required in the event of dismissal for adequate cause.

3. During the final contract year, the Commissioner or President may be assigned administrative or other duties at one of the units of the System or in the Commissioner's office. An alternate arrangement may be negotiated which is mutually agreeable to the person involved and the Board.

History:

Item 17-004-R0777, Contract Terms; Commissioner of Higher Education and unit presidents, Montana University System, July 11, 1977 as revised June 12, 1984.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 702.6 (1 of 1)

SUBJECT: PERSONNEL

Effective: July 11, 1977

Section: 702.6 Regents professorship

Issued: July 12, 1977

Approved: *P.C. Dunham*

board policy:

1. The rank of Regents Professor is established within Montana University System to be awarded at the discretion of the Board of Regents upon the recommendation of the Commissioner of Higher Education or one of the presidents.

History:

Item 17-001-R0777, Regents Professorship, Montana University System (revised), July 11, 1977.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 702.7 (1 of 1)

SUBJECT: PERSONNEL

Effective: May 30, 1979

Section: 702.7 Faculty; emeriti

Issued: Feb. 16, 1982

Approved: *P. C. Durkin*

Board policy:

1. Emeriti titles may be granted by the president of a unit to tenured faculty members upon retirement after approval by the Board of Regents.

Procedures:

1. Each unit shall establish policies relating to procedures for nomination and privileges which may accrue to persons accorded emeritus status. Nothing contained in any such policy shall prohibit the unit from rescinding such privileges should it become necessary to do so.

2. Unit policies relating to emeritus awards shall be filed with the Commissioner of Higher Education.

3. The president of a unit shall make his recommendation for emeritus status to the Board of Regents at the appropriate meeting when personnel recommendations are being considered.

History:

Item 24-002-R0579, Faculty, emeriti, Montana University System, May 30, 1979.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 703 (1 of 1)

SUBJECT: PERSONNEL

Effective: Feb. 1, 1991

Section: 703 Non-discrimination;
Montana University System

Issued: April 17, 1995

Approved: *E. Wharf*

Board policy:

Each institution of the Montana University System shall insure that no employment or educational policy is discriminatory on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or ancestry unless based on reasonable grounds.

Procedures:

1. The president of each institution shall:
 - A. assign the responsibility for monitoring and implementing equal opportunity regulations to a designated person or persons and insure that copies of appropriate laws and regulations are readily available to interested persons;
 - B. establish a grievance procedure to consider complaints or actions brought against the institution under any applicable regulation and make the availability of the procedure known to all constituencies;
 - C. establish a notification procedure to insure awareness of the institution's non-discrimination policy and of the designated person to whom complaints or inquiries should be referred;
 - D. assign the responsibility for development of an affirmative action plan consistent with state and federal regulations and establish an appropriate time frame for completion and implementation;
 - E. evaluate current educational and employment practices to determine if there has been any discrimination and, where discrimination is discovered, institute a plan of action to alleviate such effects.
2. The Commissioner of Higher Education shall:
 - A. provide technical assistance or information as appropriate within the constraints of staff availability;
 - B. develop an affirmative action plan consistent with state and federal guidelines to cover employment practices in his office;
 - C. maintain a copy of each unit's affirmative action plan, grievance procedure and notification procedure in the central office;
 - D. maintain records related to equal opportunity and provide periodic assessments of units' affirmative action and equal opportunity efforts.

History:

Item 12-004-R0676, Policy on Non-discrimination, June 7, 1976; as revised February 1, 1991.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 703.1 (1 of 1)

SUBJECT: PERSONNEL

Effective: Feb. 8, 1985

Section: 703.1 Sexual Harassment

Issued: Feb. 22, 1985

Approved:

R E S C I N D E D

Board policy:

1. The president of each institution in the Montana University System and the Commissioner of Higher Education shall establish policies and procedures to insure that there is no sexual harassment in employment or education. Such policies shall be consistent with state and federal guidelines. Each institution and the Commissioner's office shall maintain an environment free of sexual harassment and intimidations.

Procedures:

1. The president of each institution and the Commissioner of Higher Education shall:

a. develop a sexual harassment policy statement, prohibiting sexual harassment

b. disseminate the sexual harassment policy to all current and new employees and to all students

c. incorporate policy and procedures in employee training programs

d. periodically review the effectiveness of its policy.

2. The Commissioner of Higher Education shall:

a. provide technical assistance and/or information as appropriate within constraints of staff availability, including guidelines for the development of institutional policies

b. maintain a copy of each unit's sexual harassment policy and procedures

c. assign a staff person to maintain records relating to sexual harassment; including a record of all complaints filed within the Montana University System and their disposition.

History:

Item 30-007-R0281, Prohibition of Sexual Harassment, Montana University System, February 6, 1981.

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Policy and Procedures Manual

PAGE: 704 (1 of 1)

SUBJECT: PERSONNEL

Effective: Dec. 15, 1975

Section: 704

Labor negotiations, general

Issued: April 17, 1995

Approved: *E Wheat*

Board policy:

1. The Board of Regents shall not negotiate directly with employee groups respecting salaries, wages, or other conditions of employment.
2. The Commissioner of Higher Education, consistent with the provisions of 39-31-301 M.C.A., is vested with the authority to manage negotiations consistent with applicable law and Board policy.

History:

Item 2-005-R0973, Policy Regarding Labor Negotiations, September 10, 1973, as amended December 15, 1975

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 704.2 (1 of 1)

SUBJECT: PERSONNEL

Effective: June 25, 1979

Section: 704.2 Labor negotiations;
classified personnel

Issued: July 15, 1979

Approved: *P.C. Durkin*

Board policy:

1. The Commissioner of Higher Education is directed to coordinate classified collective bargaining with the Department of Administration to promote uniformity of wage rates for similarly classified state employees.

2. Nothing in this policy is intended to divest the Board of Regents of any of its authority under Article X, Section 9, of the Constitution of the State of Montana.

History:

Item 2-006-R0973, September 10, 1973 (Rescinded);
Item 7-005-R0275, February 28, 1975 (Rescinded);
Item 16-005-R0577, July 11, 1977, as amended June 25, 1979.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 704.3 (1 of 1)

SUBJECT: PERSONNEL

Effective: May 30, 1979

Section: 702.7 Faculty; emeriti

Issued: Feb. 16, 1982

Approved: *PCDumba*

Board policy:

1. Emeriti titles may be granted by the president of a unit to tenured faculty members upon retirement after approval by the Board of Regents.

Procedures:

1. Each unit shall establish policies relating to procedures for nomination and privileges which may accrue to persons accorded emeritus status. Nothing contained in any such policy shall prohibit the unit from rescinding such privileges should it become necessary to do so.

2. Unit policies relating to emeritus awards shall be filed with the Commissioner of Higher Education.

3. The president of a unit shall make his recommendation for emeritus status to the Board of Regents at the appropriate meeting when personnel recommendations are being considered.

History:

Item 24-002-R0579, Faculty, emeriti, Montana University System, May 30, 1979.

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PAGE: 705.1 (1 of 1)

SUBJECT: PERSONNEL

Effective: Dec. 14, 1984

Section: 705.1 Performance evaluation;
Commissioner of Higher
Education

Issued: Dec. 31, 1984

Approved: *P.C. Dunkson*

Board policy:

1. An evaluation of the performance of the Commissioner of Higher Education shall be conducted annually in accordance with these procedures.

Procedures:

1. In the spring of each year in open session the Commissioner of Higher Education will review with the Regents the activities of his office and the University System as a whole during the past year and also goals and objectives for the coming year.

2. The Regents will review with the Commissioner his personal performance, achievements and problems during the past year and indicate any specific matters they wish to have addressed during the coming year. This portion of the review may be in executive session if requested by the Commissioner.

3. In executive session the Commissioner will review with the Regents the performance of upper-level administrators in his office (i.e. those persons whose positions appear on the Administrative Salary Scale) during the past year and salary adjustments which will be proposed for the coming year.

History:

Item 6-003-R0974, Guidelines for the Review Process for the Commissioner of Higher Education and Presidents, Montana University System, September 9, 1974 and Item 4-013-R0474, Performance Review of Presidents, Montana University System (Amended), May 20, 1974 are rescinded; Item 17-003-R0777, July 11, 1977 as revised January 7, 1980 and December 14, 1984

MONTANA UNIVERSITY SYSTEM

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PAGE: 705.2 (1 of 1)

SUBJECT: PERSONNEL

Effective: Dec. 14, 1984

Section: 705.2 Performance evaluation;
presidents

Issued: Dec. 31, 1984

Approved: *P.C. Durkan*

Board policy:

1. An evaluation of the performance of each president within the Montana University System shall be conducted annually in accordance with these procedures.

Procedures:

1. In the spring of each year in open session each President will review with the Regents and Commissioner institutional activities during the past year and also institutional goals and objectives for the coming year.

2. The Regents and Commissioner will review with each President his personal performance during the past year and indicate any specific matters they wish to have addressed during the coming year. This portion of the review may be in executive session if requested by the President.

3. In executive session each President will review with the Regents and Commissioner the performance of upper-level administrators (i.e. those persons whose positions appear on the Administrative Salary Scale) during the past year and salary adjustments which will be proposed for the coming year.

History:

Item 4-013-R0474 (Amended), May 20, 1974 (Rescinded); Item 6-003-R0974, September 9, 1974 (Rescinded); Item 17-002-R0777, July 11, 1977 (Rescinded); Item 26-002-R0180, Performance Evaluation; Presidents, January 7, 1980 as revised December 14, 1984.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 705.3 (1 of 1)

SUBJECT: PERSONNEL

Effective: Feb. 8, 1985

Section: 705.3 Performance evaluation;
campus personnel

Issued: Feb. 22, 1985

Approved:

R E S C I N D E D

Board policy:

1. The student president or his designee shall be invited to provide information in the performance review of deans and vice presidents including chief student affairs officers and chief fiscal officers.

2. Student advice shall be formally sought in academic personnel decisions. Every unit should formulate procedures to provide student information to academic personnel decisions concerning retention, performance review and tenure of faculty members.

History:

Item 11-004-R0276, Policy regarding student involvement in departmental personnel decisions, February 6, 1976 (Rescinded); Item 11-010-R0376, Policy regarding student participation in personnel decisions concerning academic administrative officers, March 23, 1976 (Rescinded); Item 19-001-R0178, Performance evaluation, campus personnel; Montana University System, April 11, 1978.

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PAGE: 706.1 (1 of 4)

SUBJECT: PERSONNEL

Effective: Mar. 21, 1986

Section: 706.1 Tenure; faculty

Issued: Mar. 31, 1986

Approved: *B.C. Freuden*

Judicial interpretation:

See Keiser vs. State Board of Regents of Higher Education and William Tietz, May 1, 1981.

Board policy:

(1) Introduction

A tenurable appointment is an appointment to a teaching, research, or other faculty position that may lead to a tenured status as provided for in this section. Tenurable appointments shall be made at the rank of instructor, assistant professor, associate professor, or professor. The initial tenurable appointment is that of probationary status. The appointee remains in probationary status until the appointment is terminated or tenured status is awarded. Tenurable appointees who are not included in a certified bargaining unit, shall be provided with a written agreement specifying rank, salary, academic unit in which the tenurable appointment is made, and other terms and conditions of employment at the time of appointment and reappointment. The institution will normally notify tenurable faculty members of the terms and conditions of their renewals for the coming academic year by May 1 in non-legislative years, or within 60 days after the appropriation bill is signed by the Governor in years the legislature meets.

Unless an individual contract expressly provides to the contrary, the contract term for all tenurable appointees shall be the academic year. Regardless of the term of any individual contract, no such person has, or shall acquire, a right to reappointment for a term in excess of the academic year.

(2) Probationary Appointments

The total time period of full-time service prior to the acquisition of continuous tenure shall normally not exceed seven academic years, which may include up to three years of full-time service in tenurable ranks at accredited, United States four-year institutions of higher education. Up to three years of credit for service at foreign four-year institutions of higher education at the rank of instructor or higher may be granted toward acquiring continuous tenure status by agreement among the faculty member, the academic unit chairperson, the dean and the president. Probationary credit for prior service must be agreed to in writing between the faculty member and the President prior to the initial appointment at

Policy and Procedures Manual

PAGE: 706.1 (2 of 4)

SUBJECT: PERSONNEL

Effective: Mar. 21, 1986

Section: 706.1 Tenure; faculty

Issued: Mar. 31, 1986

Approved: *P.C. Tucker*

(2) Probationary Appointments (Continued)

at the institution. The institution shall require four academic years of full-time service at the institution before making an award of continuous tenure. Time spent on authorized leave of absence from the institution will not count as probationary period service, unless the faculty member and the President of the institution agree to the contrary, in writing, at the time leave is granted.

(3) Reappointment and Non-reappointment or Probationary Personnel

A tenurable appointee with probationary status (hereinafter referred to as a probationary appointee) has the right to serve the specified term of the appointment and may not be discharged without cause during that term.

Reappointment of probationary appointees shall be at the discretion of the employer. Written notice of non-renewal of a probationary appointee shall be mailed or given by the President or his designee by March 1 of the first year of service, by December 15 of the second year of service, and by June 30 prior to the final year of appointment in the third or later years of service.

Failure to provide a probationary appointee with the required notice period shall not result in automatic reappointment or create any right to reappointment for an additional term. The employer shall have the option of providing employment or severance pay in lieu of any portion or all of the notice to which the employee is entitled, so long as the extension of employment or severance pay is commensurate with the notice to which the employee is otherwise entitled.

(4) The Award of Tenure

Tenure is the right to reappointment from appointment term to appointment term until such time as the faculty member resigns, retires, is discharged for adequate cause or is terminated for reasons of financial exigency or program reduction, curtailment or discontinuance. Such reappointment shall be subject to the terms and conditions of employment which exists at the commencement of each contract term. Those terms and conditions of employment are as expressly set forth in the policies adopted or authorized by the Board of Regents, and the terms and provisions of any applicable collective

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SUBJECT: PERSONNEL

Effective: Mar. 21, 1986

Section: 706.1 Tenure; faculty

Issued: Mar. 31, 1986

Approved: *P.C. Dunbar*

(4) The Award of Tenure (Continued)

bargaining agreement. Tenure is with the institution and resides within a specific academic unit in which the faculty member is employed and not with the Montana University System. Tenure is awarded by the Board of Regents, following peer review and recommendation by the President and the Commissioner in accordance with Board of Regents' policies and procedures established by each institution.

The review prior to granting tenure and the subsequent recommendation to the Board of Regents will normally be made in the sixth year of employment. While normally the eighth contract of full-time employment carries continuous tenure status, tenure will not be awarded without appropriate review and recommendation by peers and supervisors. Tenure is awarded for quality of current professional performance and promise for such future performance, not merely for completing a certain length of service. It is equally incumbent on the faculty member and the administration to insure that a tenure review occurs at the proper time. In no event shall the failure to give any notice constitute an award of continuous tenure by default. This section does not diminish any substantive rights for the acquisition of tenure which the faculty member may have acquired prior to the adoption of this policy.

(5) Administrative Positions

Deans, assistant deans, directors, heads of departments, chairmen, and any other persons performing administrative functions serve in those capacities at the discretion of the president and may be removed at any time. Any such individual may be reassigned to other duties for the balance of the individual contract term or terminated for cause. In cases of the non-renewal of an administrator's employment contract, the notice provisions of Board Policy 711.1 shall apply. However, if an individual is discharged from an administrative position for cause those notice provisions shall not apply.

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Effective: Mar. 21, 1986

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Issued: Mar. 31, 1986

Approved: *P.C. Duncan*

(5) Administrative Positions (Continued)

Faculty who are appointed to administrative positions do not have tenured status with respect to those positions, the salary of the position, the term (AY/FY) of contract, or any other provisions of perquisites of that administrative position. In the event any of the foregoing individuals have tenured status in an academic position, and are removed or resign from an administrative position, but wish to remain employed at the institution, they will be employed under the same conditions and contractual terms as other tenured faculty. Their initial salary as a faculty member shall be set at an amount determined by negotiations between the faculty member and the president or his designee. In the event agreement cannot be reached, the salary shall not be less than the average salary for faculty members of like rank and qualifications in the same academic unit in which the individual holds tenure.

History:

University Act 1902, April 25, 1921; Board minutes, April 3, 1922; Item 14101, February 7, 1952; Board minutes, March 5, 1952; Item 204-003, Tenure policy, September 11, 1967; Item 4-014-R0574, Resolution Regarding Faculty Contract of Employment, May 20, 1974; Item 12-008-R0676, Policy Authorizing the Granting of Credit Toward the Acquisition of Continuous Tenure for Service at Foreign Institutions, June 7, 1976; Item 26-021-R0380, Faculty Receiving Board of Regents' Contracts; Probation and Tenure, Montana University System, March 10, 1980, as revised October 31, 1980, June 26, 1981, July 29, 1983 and March 21, 1986.

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PAGE: 707 (1 of 1)

SUBJECT: PERSONNEL

Effective: June 20, 1986

Section: 707 Classification

Issued: Aug. 8, 1986

Approved: *P.C. Tuntan*

Board policy:

1. The state classification system shall apply to all non-academic employees of Montana University System not on individual Board of Regents' contracts.

2. The Commissioner of Higher Education may secure from the Department of Administration technical assistance for the administration of the classification system.

3. The Board of Regents, through the Commissioner, retains the right to determine the number and classes of positions.

4. Nothing in this policy is intended to divest the Board of Regents of any of its authority under Article X, Section 9, of the Constitution of the State of Montana.

5. This policy does not apply to work study or other student employment programs nor to temporary employment.

History:

Item 3-901-R1273, Authorization for Commissioner of Higher Education to cooperate with State Personnel Bureau, December 10, 1973 (Rescinded); Item 16-005-R0577, Policy regarding state classification system, state pay plan and coordination of classified collective bargaining, July 11, 1977, as amended June 25, 1979 and June 20, 1986.

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PAGE: 708 (1 of 1)

SUBJECT: PERSONNEL

Effective: March 23, 1976

Section: 708 Personnel; general

Issued: Nov. 1, 1977

Approved: *P.C. Dunkan*

Board policy:

1. All personnel decisions which require Board of Regents' approval, including faculty salaries and the creation of new faculty positions, must have a recommendation from the Commissioner of Higher Education before being submitted to the Board of Regents.

History:

Item 11-008-R0376, Policy Regarding Personnel Decisions, March 23, 1976.

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PAGE: 708.1 (1 of 1)

SUBJECT: PERSONNEL

Effective: Feb. 8, 1985

Section: 708.1 Department of Administration Personnel Policies; adoption
Issued: Feb. 22, 1985

Approved:

Board policy

1. Those Department of Administration Personnel Policies and Procedures which address, or can be adapted to, the needs of all units of the Montana University System may be implemented by the Montana University System when specifically adopted by the Board of Regents.

2. Department of Administration Personnel Policies and Procedures not specifically adopted by the Board of Regents shall not be in effect for the Montana University System.

Cross-reference:

See also, Minutes of the Board of Regents, February 8, 1985.

History:

Item 42-005-R0384; Personnel Policies; Montana University System, April 13, 1984, Minutes, Board of Regents, February 8, 1985.

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PAGE: 708.1.1 (1 of 2)

SUBJECT: PERSONNEL

Effective: Jan. 22, 1993

Section: 708.1.1 Department of Administration; Personnel Policies
Adopted, Montana University System

Issued: Mar. 22, 1993

Approved: *EWheat*

Board policy

The Department of Administration Personnel Policies and Procedures which are specified below shall be implemented or implemented as modified for covered Montana University System employees, except where in conflict with a negotiated labor agreement and except where there are references to bi-weekly pay periods and the Payroll/Personnel Position Control System. Modifications to adopted Department of Administration Personnel Policies and Procedures may be authorized in writing by the Commissioner of Higher Education. Nothing in this policy is intended to divest the Board of Regents of any of its authority under the Constitution of the State of Montana.

<u>Policy Title</u>	<u>Number</u>	<u>Coverage</u>
Annual Leave	3-0305	Nonstudent, nonfaculty employees.
Holidays (as modified by Policy 801.5)	3-0325	Nonstudent, nonfaculty employees hired to work more than three consecutive months
Jury Duty and Witness Leave	3-0322	Nonstudent employees
Leave of Absence Without Pay	3-0330	Nonstudent employees not covered by Policy 801.3
Military Leave	3-0321	Nonstudent employees who have been continuously employed at least six calendar months
Overtime and Nonexempt Compensatory Time	3-0210	All employees subject to the overtime provision of the Federal Fair Labor Standards Act

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SUBJECT: PERSONNEL

Effective: Jan. 22, 1993

Section: 708.1.1 Department of Adminis-
tration; Personnel Policies
Adopted, Montana University
System

Issued: Mar. 22, 1993

Approved: *E. Wheat*

Parental Leave	3-0312	Employees who are eligible to use sick leave accumulated in accordance with 2-18-618 MCA
Sick Leave	3-0310	Nonstudent, nonfaculty employees

History:

Item 43-004-R0484, Department of Administration; Personnel
Policies Adopted, Montana University System (REVISED), July 26, 1988
as revised January 22, 1993.

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PAGE: 709.1 (1 of 1)

SUBJECT: PERSONNEL

Effective: April 11, 1978

Section: 709.1 Promotion to Commissioner's staff

Issued: April 30, 1978

Approved: *P.C. Dunbar*

Board policy:

1. The Commissioner of Higher Education is encouraged to employ personnel with experience and expertise gained from employment at a unit of the Montana University System.

2. Campus administrative employees shall have the opportunity to be promoted to vacant professional staff positions in the Office of the Commissioner of Higher Education without a statewide or national search after discussions between the Commissioner and the appropriate president.

3. If the Commissioner decides a statewide or national search would produce more qualified candidates for the open position, such a search may be conducted, but all applicants for promotion from the Montana University System will be considered.

Procedures:

1. These promotions must be in accordance with the following career ladders:

- a. campus academic administrators may be promoted to the position of deputy commissioner for academic affairs or another academic administrative position;
- b. campus fiscal administrators may be promoted to the position of deputy commissioner for fiscal affairs or another fiscal position;
- c. campus legal counsel may be promoted to chief counsel or staff attorney positions;
- d. campus personnel administrators may be promoted to personnel or labor relations positions.
- e. institutional studies officers may be promoted to director of planning.

2. Notice of promotional opportunities shall be mailed to each campus president to be posted according to campus procedure.

History:

Item 15-901-R1276, Policy for Filling Vacancies on the Staff of the Commissioner of Higher Education (Revised), February 14, 1977. (Rescinded)
Item 20-901-R0478, Promotion of Campus Administrative Staff to Positions in the Office of the Commissioner of Higher Education, April 11, 1978.

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PAGE: 710.1 (1 of 1)

SUBJECT: PERSONNEL

Effective: June 12, 1984

Section: 710.1 Termination; Commissioner
of Higher Education or a
Unit President

Issued: June 25, 1984

Approved: *P.C. Duncan*

Board policy:

If the Commissioner or a president is given one contract year's termination notice, the Regents may negotiate a settlement in the best interests of the Montana University System or an institution, which may involve relinquishing the office prior to the lapse of one year, with the Regents purchasing the remainder of the contract, up to a maximum of six months. This provision shall not apply where dismissal is a result of malfeasance or gross neglect of duty.

History:

Item 26-003-R0180, Termination of the Commissioner of Higher Education or a unit president, January 7, 1980.

R E P E A L E D

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SUBJECT: PERSONNEL

Section: 710.2.1 Termination: faculty-
financial exigency

PAGE: 710.2.1 (1 of 3)

Effective: March 10, 1980

Issued: March 26, 1980

Approved: *Paul C. Smith*

Board Policy:

The Board of Regents may terminate tenured faculty members of a unit of the University System for reasons of financial exigency of that unit or discontinuance or reduction of a program or department of instruction.

1. Financial Exigency

Financial exigency exists when a University System unit's budget for faculty member services is insufficient to sustain the current number of faculty positions taking into account anticipated attrition and non-renewal of probationary appointments.

2. Program Reduction or Discontinuance

Staffing in a program or department may be discontinued or reduced following:

- a. A system-wide or campus level review of the particular program or department, or
- b. A sustained decline in enrollment or shift in student interests adversely affecting the program or department.

Each campus may develop separate procedures to implement these policies.

In the absence of separate campus procedures approved by the Board of Regents upon recommendation by the Commissioner the following procedures shall apply.

Procedures:

The President will prepare a preliminary report with recommendations when he believes termination of tenured faculty at his institution is necessary under this policy. The report shall explain the need to invoke this policy, and shall include a projection of the number of tenured faculty involved, the programs or departments where the terminations will occur, and any relevant data. This report shall be submitted

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SUBJECT: PERSONNEL

Effective: March 10, 1980

Section: 710.2.1 Termination: faculty-
financial exigency

Issued: March 26, 1980

Approved: *Paul C. [Signature]*

to an ad hoc campus committee for review and comment at least 60 days before the matter is considered by the Commissioner of Higher Education and by the Board.

In determining whether this policy should be invoked and in selecting the areas where the terminations will occur, consideration shall be given to the institution's responsibility to offer an appropriate range of courses and programs and to maintain a balanced institutional effort that is responsive to the needs of the students and the state.

The ad hoc committee shall consist of six faculty members, three appointed by the President, three appointed by the faculty senate, as well as one student appointed by the President of the student governing body. No member may be from any program or department affected by the President's report. The members must be appointed by the appropriate appointing authority within 5 days following request by the President. The President shall make the appointments if the appointing authority fails to do so.

The ad hoc committee shall afford affected programs and departments an opportunity to comment on the President's and Committee's recommendations. The committee shall complete its work within 45 days after the President has sent his report to committee members. The President and the committee may agree upon a single report, or may submit separate reports to the Commissioner and Board. If the Committee fails to submit a report to the President within 45 days, the President will submit his report to the Commissioner and the procedure will continue.

The Board will make the final decision on termination of tenured faculty under this policy following review and consideration of the Committee's and President's report(s) and the Commissioner's recommendations.

Terminations shall be in reverse order of seniority by the department or program which has been identified by the Board, unless an exception to the order of seniority is necessary to assure that the qualifications of the remaining appointees meet the requirements of the programs to be retained. Seniority is measured by the faculty member's full-time equivalent professional service at the institution. Service as a graduate assistant or student employee does not count as service for seniority purposes. Between faculty members of equal length of service, the member with the greater number of years in service in the higher rank shall have retention priority. The academic year shall be deemed to be

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Approved: 

a year of service and no additional seniority shall be accrued for any assignment beyond the academic year. No tenured faculty member shall be terminated if non-tenured faculty members are retained in the same discipline to teach courses the tenured faculty member is qualified and capable of teaching as determined by the President.

Before terminating a tenured faculty member under this policy, the institution will make a reasonable effort to place the affected member in another academic position for which he/she is qualified at the institution. The position of any tenured faculty member terminated under this policy will not be filled for a period of two years unless the person terminated has been offered reinstatement. The person shall have thirty days in which to accept or decline an offer of reinstatement.

Any tenured faculty member selected for termination under this policy shall be so informed a minimum of twelve months prior to the date of termination. Any tenured faculty member notified of termination may appeal the termination to the Commissioner of Higher Education and the Board of Regents pursuant to the Board Policy in effect when the notice is given, but only on the grounds that the procedures contained in this policy were violated.

History:

Item 26-017-R0380, Termination of tenured faculty due to financial exigency and program discontinuance and reduction; Montana University System, March 10, 1980

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PAGE: 710.2.2 (1 of 3)

SUBJECT: PERSONNEL

Effective: March 10, 1980

Section: 710.2.2 Termination: faculty for
cause

Issued: March 26, 1980

Approved: *[Signature]*

Board Policy:

Termination of employment of a faculty member on continuous tenure, or of a special or probationary appointment before the end of the specified term of employment, may be effected by an institution for adequate cause. The exercise of academic freedom or constitutionally guaranteed civil rights will not be used as a basis for termination.

Adequate cause for termination includes: (a) conviction of a felony or a crime involving moral turpitude since commencing of employment at the institution or the willful concealment of such crime in making application for employment; (b) unreasonably endangering the welfare or unethical exploitation of students, employees or campus visitors; (c) substantial failure to carry out responsibilities of a faculty member as determined by the Committee on Service; (d) fraud or misrepresentation of professional preparation, accomplishments or experience in connection with initial hiring or in the submission of materials for evaluation for promotion, tenure, or salary adjustment purposes; or (e) gross insubordination.

A decision to terminate a faculty member for cause will be made by the President, after the faculty member has had an opportunity for a hearing before the Committee on Service, and if a hearing occurs, following receipt of the report of the Committee on Service. The President shall review and consider the report of the Committee on Service prior to making a decision. The decision and action of the President may be appealed to the Commissioner of Higher Education and the Board of Regents in accordance with Board policy in effect when the appeal is initiated. The President may, in his discretion, terminate the faculty member pending appeal.

Procedures:

(1) Notice. In all cases involving termination for cause, the President or his designated representative shall prepare a formal statement of charges, framed with reasonable particularity, and setting forth the grounds for termination. Said statement of charges shall be mailed or served upon the faculty member and a copy sent to the Committee on

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Approved: 

Service. Within 20 days of the receipt of service of the statement of charges, the faculty member will submit a written response to the statement and shall indicate whether he/she desires a formal hearing. If no written response is received, or if a formal hearing is not requested within the specified time, such failure constitutes the waiver of the right to a formal hearing by the faculty member. If the faculty member has requested a formal hearing, the Committee on Service shall set the date and time for that hearing no sooner than five days from the date the faculty member's response is received.

(2) Suspension. Until the Committee on Service has fully heard the termination for cause and made its recommendation, the faculty member may be suspended, or assigned to other duties in lieu of suspension, at the discretion of the President. The President may suspend a faculty member when, in the discretion of the President, material harm or prejudice to the faculty member, the institution, or others is a concern. Salary will continue during the period of suspension. Any faculty member may be suspended without pay upon conviction in a court of law of a felony or a crime involving moral turpitude, or when the faculty member is absent without authorization or justification for a period in excess of five continuous class or regular work days.

(3) Composition of the Committee on Service. The Committee on Service shall be composed of three tenured faculty members or their alternates; one appointed by the Commissioner, one by the President, and one elected by the faculty. They shall serve staggered three-year terms beginning September 1. Members who believe they may be biased or have another conflict on a specific case may be excused and their alternate(s) appointed. Alternate(s) needing to withdraw will be excused and a temporary replacement will be named by the appropriate appointing authority. Each party to the hearing shall have one peremptory challenge, which allows each to dismiss, without cause, one member of the committee from taking part in the hearing. Any peremptorily challenged member will be replaced by his/her alternate, or if necessary, a substitute appointed by the appropriate appointing authority.

(4) Privacy. The Committee, in consultation with the President of the institution and the affected faculty member, will exercise its judgment as to whether the hearing should be public. However, the faculty member's request that the hearing be public shall be binding on the Committee. Except for such announcements as may be required, noting

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Approved: 

the time and place of the hearing, statements about the case by either the faculty member or the institution's administration will be limited so far as possible until the proceedings have been completed through final administrative review.

(5) Representation. During the hearing, the faculty member may bring an academic advisor and/or counsel at his/her own expense to the proceedings. A record of the hearing will be made, and upon request, a copy will be made available to the faculty member at his/her cost.

(6) Evidence. The faculty member will be afforded an opportunity to obtain and present necessary witnesses and documentary or other evidence. The faculty member and the institution will have the right to confront and cross-examine all adverse witnesses. When a witness cannot or will not appear, but the Committee determines that the interests of justice require admission of his/her affidavit, the Committee will identify the witness, disclose his/her affidavit and give such statement appropriate probative weight in view of either party's inability to cross-examine. Whenever appropriate, in the discretion of the Committee on Service, adjournments may be granted to enable either party to investigate evidence as to which a valid claim of surprise is made. The Committee will not be bound by rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved; provided, however, every reasonable effort will be made to obtain the most reliable evidence available.

(7) Report of the Committee. The Committee shall prepare a written statement of findings of fact and recommendation, which shall be delivered to the faculty member and the President within ten days following conclusion of the hearing. The findings of fact shall be based on a preponderance of the evidence in the record considered as a whole, as determined by a majority of the Committee.

History:

Item 3-015-R0174, Policy Regarding Appointments to Faculty Service Committees, January 11, 1974; Item 26-020 R0330, Termination of faculty for Cause; Montana University System, March 10, 1980.

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SUBJECT: PERSONNEL

Effective: Nov. 19, 1998

Section: 711.1

Employment Instruments;
Professional and
Administrative Employees

Issued: Dec. 30, 1998

Approved: *E. Dale*

Board policy:

1. All employees of the Montana University System except those excluded in Subsection 6 shall be hired through a University System professional employment contract or a letter of appointment in accordance with this policy.

2. Montana University System Professional Employment Contracts

a. Professional and administrative employees holding permanently budgeted positions shall be issued a Montana University System professional employment contract specifying salary and other terms of employment. Employees other than those holding permanently budgeted positions may be issued a Montana University System professional employment contract and when the contract is approved by the Board of Regents the employment shall be governed by this section.

b. Montana University System professional employment contracts are for a maximum of a one year period and must be signed by the applicable President, Chancellor, or the Commissioner of Higher Education, and be approved by the Board of Regents.

c. Except in situations involving termination for cause or loss of funding (see Section 4), professional and administrative employees hired through a Montana University System professional employment contract shall be given written notice of intent not to renew their contracts at least 30 days prior to expiration during the first year of employment, three (3) months prior to expiration during the second year of employment, or six (6) months prior to expiration during the third or subsequent years of employment with the institution in a full-time position.

3. Letters of Appointment

a. Employees not hired through a Montana University System professional employment contract shall be hired through a letter of appointment signed by the campus chief executive officer or the Commissioner.

b. Letters of appointment are for a specified period and are not to exceed one year. There is no restriction on the number of successive one-year letters of appointment which may be granted to an individual. However, in no case does an employee hired through a letter of appointment have a right to continuous employment beyond the one year period. Except in situations involving termination for cause the employment of employees hired by a letter of appointment automatically ends without notice at the end of the specified term or the end of the one year period, whichever occurs first.

4. Funding Contingency: Montana University System professional employment contracts and letters of appointment may include a notation that makes employment contingent upon continuation of external funding. If anticipated funding is not forthcoming, an employee hired through a contract or letter of

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Issued: Dec. 30, 1998

Approved: *E. Dale*

appointment with such notation may be terminated at any time during the expected term of the contract upon 15 working days written notice.

5. Limitations: No agent of the Board of Regents may make commitments or promises to any employee to extend employment beyond the maximum one year term authorized in this policy. Any such promises, whether written, oral or implied, are invalid and unenforceable.

6. Tenure track faculty, student employees, classified employees, coaches, Presidents and the Commissioner are excluded from paragraphs one through five of this policy.

7. No later than October 1 of each year, the Presidents shall submit to the Commissioner a list containing:

a. The names, positions, dates of employment, and salaries of all employees employed through a letter of appointment in the preceding fiscal year.

b. The names and positions of all employees employed pursuant to a Montana University System professional employment contract for any part of the preceding fiscal year, who during that year received salary in excess of the amount listed on the Board of Regents' staff item in which the employee's contract salary was listed. The list should state for each person thereon both the previously approved salary, the amount by which the employee's compensation exceeded the previously listed salary, and the reason for the difference.

The Commissioner shall thereafter make available these lists, along with similar information from the Commissioner's Office, to the Regents.

History:

Item 26-016-R0380, Employment Contract, Professional and Administrative Employees, Montana University System, March 10, 1980 as revised December 16, 1983, January 22, 1993, May 16, 1996, September 19, 1996, and November 19, 1998.

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PAGE: 711.2 (1 of 1)

SUBJECT: PERSONNEL

Effective: July 7, 1994

Section: 711.2 Criteria for Board of Regents
Contracts; Non-faculty Personnel

Issued: Sept. 28, 1994

Approved: *E. Went*

Board policy:

1. Administrative employees with substantial policy-making authority and professional employees are eligible to receive a Board of Regents employment contract upon recommendation of the university president and the Commissioner and approval of the Board of Regents.

2. a. Each university shall develop a policy defining the specific criteria for receipt of a Board of Regents employment contract in order to:

- 1) provide for consistent treatment of similar positions throughout the university;
- 2) maintain the number of Regents' contract employees at the minimum necessary for efficient operation; and
- 3) distinguish between administrative and professional employees. Both universities should coordinate their policy development efforts through the Commissioner's Office in order to achieve as much system uniformity as is practical.

b. A university may change an occupied position from a Regents contract position to a classified position if such position does not meet the criteria established in university policy. The employee shall be provided the same notification required in policy 711.1 prior to any such involuntary change in employment status. The employee's salary will be set in accordance with the state pay plan rules.

c. A change in employment status may be a condition of a transfer or promotion to a new position.

History:

Item 83-002-R0594, Criteria for Board of Regents Contracts; Non-faculty Personnel, approved July 7, 1994

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SUBJECT: PERSONNEL

Effective: Sept. 14, 1989

Section 712.1 Post-retirement employment;
Montana University System

Issued: Sept. 28, 1994

Approved: *E. L. Heath*

Preamble

The Board of Regents of the Montana University System supports faculty and professional staff development and encourages practices within the system which contribute to that end. A post-retirement employment policy is an option which serves the campus, its faculty, professional staff and students. Such a program provides an opportunity for experienced and committed members of the higher education community to continue their professional relationship with the campus even though they have chosen partial retirement status.

The guidelines in this policy are provided as a basis for progressive action by the campuses of the Montana University System. It is the desire of the Board of Regents that each campus implement a program that provides for post-retirement employment when it serves the needs and interests of the individual and the institution. Such arrangements are to be designed to continue the service of the individual as an active member of the professional campus community.

Board policy

Any unit of the Montana University System may enter into a post-retirement employment agreement with any faculty member or Regent contract staff employee. The purpose of establishing a post-retirement employment policy is to increase the opportunities for individual faculty members and Regent contract employees to change their employment status to the mutual advantage of the individual and the unit where the individual is employed.

The policy on post-retirement employment is designed to provide guidelines for developing a written contract which is consistent with state law, state retirement regulations and board policies. The provisions of the contract should be such that both parties can reasonably be expected to fulfill obligations contained therein and be consistent with the traditional relationships between a faculty member and his or her unit.

The administration of the unit in question has the responsibility for determining if it is feasible to work out an agreement with the individual faculty member or Regent contract employee which is beneficial to the unit. The written contract shall be reviewed by the Commissioner and approved by the Board of Regents.

Procedures

Upon the approval of the post-retirement contract by the contract employee and the Board of Regents, the contract employee must resign his or her position. Thereafter, the contract employee is responsible for applying to the appropriate retirement system if he or she wishes to obtain retirement benefits. Tenure terminates when this resignation becomes effective.

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SUBJECT: PERSONNEL

Effective: Sept. 14, 1989

Section 712.1 Post-retirement employment;
Montana University System

Issued: Sept. 28, 1994

Approved: *E. L. Hunt*

The public retirement provisions regarding employees' retirement are governed by the Teachers' Retirement System (TRS) and the Public Employees Retirement System (PERS).

Notification of Employer

The contract employee must reach an agreement with the unit administration at least six (6) months prior to retirement and request post-retirement employment. The unit administration may waive the six-month notification requirement. This oral understanding must lead to a written contract which is reviewed by the Commissioner and approved by the Board of Regents before a change in employment status becomes effective. For individuals covered by a collective bargaining agreement, in the absence of a union agreement that provides for individual negotiation of post-retirement contracts, no such negotiations may take place until the individual's retirement is effective.

Terms and Conditions

A. The term of a post-retirement agreement shall be determined on an individual basis. The individual contract will describe the term of the intended appointment, not to exceed three years, and, in the case of a faculty member's contract, shall be subject to Regents' Policy 710.2.1 as if the contract employee were a tenured faculty member with zero (0) years of seniority.

B. The contract for post-retirement employment can include any one semester, summer session, or be prorated over any part of the fiscal year. This period of employment within the year may be changed annually by mutual agreement.

C. The faculty member shall be subject to at least one performance evaluation process per contract term. In other regards, for all post-retirement contract employees the evaluation process shall be consistent with the unit's normal evaluation process except that, whenever special conditions and criteria are to be applied, such criteria will be spelled out as part of the employment contract of the employee.

D. There is no guaranteed contract renewal. All post-retirement contract agreements automatically expire at the end of the term of the contract. However, post-retirement agreements may be renewed at the discretion of the unit administration with the approval of the Board of Regents depending upon the programmatic needs of the institution and the expertise of the individual employee. An employee must notify the unit administration in writing at least six (6) months prior to the expiration of the post-retirement agreement that he or she desires to negotiate a new agreement. The unit administration may waive the notification requirement.

E. The maximum rate of pay or term of employment shall be in accordance with the appropriate Public Retirement System regulations.

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PAGE: 712.1 (3 of 3)

SUBJECT: PERSONNEL

Effective: Sept. 14, 1989

Section 712.1 Post-retirement employment;
Montana University System

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Termination

An employee may be terminated for cause during the period of post-retirement employment pursuant to Regents' Policy 710.2.2

History:

Item 41-003-R0973, Post-retirement employment; Montana University System (Revised), January 30, 1984 as amended Aug 1, 1986 and September 14, 1989.

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PAGE: 712.2 (1 of 6)

SUBJECT: PERSONNEL

Effective: July 2, 1993

Expires: Sept. 1, 1994

Section: 712.2 Voluntary Termination
Incentive Policy; Montana
University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Board policy:

The Board of Regents adopts the following voluntary termination incentive for the 1994-1995 biennium.

- I. Eligibility: To be eligible for a voluntary termination incentive an employee must not be excluded by Section II and must:
- A. Have been employed full time by the Board of Regents on February 1, 1993; and
 - B.
 - 1. Be an active member of the Teachers Retirement System who is eligible for normal service retirement under 19-4-801 MCA or 19-4-802 MCA; or
 - 2. Be a participant in the Optional Retirement Program established by 19-21-101ff MCA who is at least 50 years old on the date the participant terminates employment; and
 - C. Have a contract with the Board of Regents for full time employment subsequent to July 1, 1993 for a term equivalent to a complete academic year or fiscal year; and
 - D. Indicate in a writing delivered to the employer at least 45 days before the date of termination (which 45 days may be waived in whole or in part by the school if the school would benefit thereby), but no later than the end of business on December 1, 1993, the employee's irrevocable decision to leave employment no earlier than July 2, 1993, and no later than
 - 1. June 30, 1994; or
 - 2. For those holding academic year contracts, the end of the school's 1993-94 academic year, unless the school offers the person a summer term contract, in which case employment must end at the end of summer session; and

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Issued: Nov. 11, 1993

Approved: *E. Wheat*

E. Not be terminated for cause, either before or after giving the notice referred to in paragraph D above.

- II. Exclusions: Notwithstanding the above eligibility provisions, the voluntary termination incentive is not available to: (1) Any employee who prior to July 1, 1993, is given notice that his or her contract of employment covering the period subsequent to July 1, 1993, will be the final contract of employment; or (2) Any employee who prior to July 1, 1993 gives notice that he or she will not honor in full the contract of employment to which the employee has a right for AY or FY 1993-94; or (3) Unclassified employees for whom there generally are not written procedures in contract or policy for notice of non-renewal, e.g. visiting professors on limited term contracts, or loaned executives on specific term appointments; or (4) Any employee for whom the receipt of the incentive is deemed by the school to be inconsistent with the general purpose of this policy as expressed in Section VII.

Employees on leave of absence who have an absolute right to return to employment are eligible if they meet all other conditions.

- III. Amount of the Incentive: An eligible employee may receive a voluntary termination incentive in the following amount, which amount shall be calculated on the basis of the final year's salary:

- A. For members of the Teachers' Retirement System (TRS), an amount, when combined with employer contributions due the Teachers' Retirement System under 19-4-101(5)(d) as a result of the incentive, if any, equal to 14.503% of final year's salary for each 5 full years of creditable service within the Teachers' Retirement System, not to exceed 43.509% of final year's salary.
- B. For participants in the Optional Retirement Program (ORP), an amount equal to 12% of final year's salary for each 5 full

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years of service with the Montana University System, not to exceed 36% of final year's salary.

C. Definition of "final year's salary": For purposes of this policy final year's salary means the base compensation on an employee's final AY or FY contract as reported to or approved by the Board of Regents and evidenced by the Regents' minutes; exclusive of any additional compensation such as stipends, overload pay, extra compensation, or any other type of special or severance payment or cashout of previously earned benefits, whether reported to the Regents or not.

D. The incentive shall not be pro-rated for periods of service less than 5 years.

IV. Tax Status of the Incentive: The incentive shall generally be considered as current taxable income by the employer. However, employees may wish to consult personal financial planners for assistance in exploring the most effective method of minimizing taxes on current income in light of each individual's tax situation. The units may cooperate with the employee in this matter, consistent with the unit's obligations under applicable tax law, but proper tax treatment of current income is ultimately the employee's responsibility.

V. Re-Employment: A person who receives the incentive and returns to employment with a unit under the jurisdiction of the Board of Regents shall refund the incentive unless such subsequent employment is consistent with the Regents post-retirement employment policy or 19-4-804 MCA.

VI. Deferral of Termination: A unit or center may request an eligible employee to defer termination beyond the employee's requested date of termination if:

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Approved: *E. Wheat*

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- A. The employee's termination would give rise to a hardship that seriously inhibits the school's ability to deliver an academic program or perform some other function related to the school's mission; or
 - B. The employee's termination would create a significant financial hardship for the school which compromises the school's ability to perform functions related to the school's mission.

In no event may a school and an eligible employee agree to defer termination beyond September 1, 1996.

- VII. General Guide to Application of this Policy: This policy is intended to create a benefit dedicated to persons who would not otherwise terminate employment with the Board of Regents (or participating community colleges) between July 2, 1993 and June 30, 1994. The incentive is not intended for those who by word or action have clearly indicated prior to the adoption of this policy that they will terminate employment during that period regardless of this incentive. In such cases the incentive, if paid, would be a windfall to the terminating employee without a commensurate benefit to the school.
- VIII. Appeals: In the event of a dispute as to the meaning or applicability of this policy the appeal provisions of Regents Policy 203.5.2 shall be used to obtain a final determination.
- IX. Community Colleges: Community colleges under the supervision of the Board of Regents are authorized to grant voluntary termination incentives in accord with this policy upon an affirmative vote of the local board of trustees of the community college district.
- X. Reporting: By November 1, 1994, each campus, vocational-technical center and participating community college shall forward to the Commissioner of Higher Education a report containing the following:

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- A. A list of all positions for which a voluntary termination incentive was paid, including the date of termination, the final salary of the terminating employee, and the amount of the incentive.
- B. A list of all positions vacated with an incentive which have been filled, including the date of refilling and the salary of the replacement. If the position was filled by someone other than a single full time employee that should be indicated and explained.
- C. A list of all deferred incentives which are pending, including the date to which the incentive is deferred, the approximate amount of the anticipated incentive and the reason for the deferral.
- D. The impact of not refilling certain positions vacated by the incentive. For example, were the duties reassigned, was the function dropped, etc.?
- E. The net cost or savings resulting from the incentives.
- XI. Authority: These procedures are adopted pursuant to the general instruction to define a voluntary termination incentive in Chapter 567, Laws of 1993 [HB 517], and, in the event there is any inconsistency between these policies and Chapter 567, pursuant to the authority granted to the Board in Article X, Section 9 of the Constitution.
- XII. PERS Employees: Employees of the Board of Regents who are active members of the Public Employees Retirement System may also be eligible for a voluntary termination incentive. Such eligibility will be determined by statute or by rules adopted by the Department of Administration.

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Section: 712.2 Voluntary Termination
Incentive Policy; Montana
University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

XIII. Effective Date and Expiration: This policy is effective on July 2, 1993. This policy is repealed September 1, 1994.

History:

Item 79-002-R0593, Voluntary Termination Incentive Policy, June 7, 1993.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 720 (1 of 1)

SUBJECT: PERSONNEL

Effective: April 21, 1980

Section: 720 Community colleges personnel

Issued: May 15, 1980

Approved: 

Board policy:

1. Academic faculty. The minimum requirement for academic faculty at the community colleges shall be a master's degree in the teaching field or in a closely related academic discipline approved by the coordinator of community colleges. Faculty employed at the time of approval of this policy shall be considered exempt. Under extenuating circumstances, approval of the coordinator of community colleges must be obtained to temporarily employ faculty without the minimum qualifications.

2. Occupational faculty. Minimum qualifications for occupational faculty shall be three years' experience in the occupation to be taught. Faculty employed at the time of approval of this policy shall be considered exempt. Under extenuating circumstances, approval of the coordinator of community colleges must be obtained to temporarily employ faculty without the minimum qualifications.

3. Adult and community service faculty. Qualification for adult and community service faculty shall be determined by the presidents of the community colleges.

History:

Item 4-008-R0474, Policy Regarding Presidents, Faculty and Personnel, April 8, 1974, as revised April 21, 1980.



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PAGE: 730.1 (1 of 2)

SUBJECT: PERSONNEL

Effective: May 5, 1989

Section: 730.1 Non-discrimination;
Vocational-Technical System

Issued: Apr. 12, 1990

Approved: *P. J. Prohn*

Board Policy:

1. Each vocational-technical center shall insure that no employment is unlawfully discriminatory on the basis of race, color, religion, creed, or national origin or because of age, physical or mental handicap, marital status or sex when the reasonable demands of a position do not require an age, physical or mental handicap, marital status or sex distinction.

2. Each vocational-technical center shall insure that no educational policy is unlawfully discriminatory on the basis of race, creed, religion, sex, marital status, color, age, physical handicap or national origin or because of mental handicap, unless based on reasonable grounds.

Procedures:

1. The director of each institution shall:
 - A. assign the responsibility for monitoring and implementing equal opportunity regulations to a designated person or persons and insure that copies of appropriate laws and regulations are readily available to interested persons;
 - B. establish a grievance procedure to consider complaints or actions brought against the institution under any applicable regulation and make the availability of the procedure known to all constituencies;
 - C. establish a notification procedure to insure awareness of the institution's non-discrimination policy and of the designated person to whom complaints or inquiries should be referred;
 - D. assign the responsibility for development of an affirmative action plan consistent with state and federal regulations and establish an appropriate time frame for completion and implementation;
 - E. evaluate current educational and employment practices to determine if there has been any discrimination and, where discrimination is discovered, institute a plan of action to alleviate any such discrimination.

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Effective: May 5, 1989

Issued: Apr. 12, 1990

Approved: *P. D. Brooks*

SUBJECT: PERSONNEL

Section: 730.1 Non-discrimination;
Vocational-Technical System

2. The Deputy Commissioner for Vocational-Technical Education shall:

- A. provide technical assistance or information as appropriate within the constraints of staff availability;
- B. maintain a copy of each vocational-technical center's affirmative action plan and grievance procedure in the central office.

History:

Item 63-7001-R0589, May 5, 1989

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PAGE: 730.2.1 (1 of 1)

SUBJECT: PERSONNEL

Effective: May 5, 1989

Section: 730.2.1 General Labor Negotiations;
Vocational-Technical System

Issued: Apr. 12, 1990

Approved: *P. D. Broke*

Board policy:

1. The Board of Regents shall not negotiate directly with employee groups respecting salaries, wages, or other conditions of employment.

2. The Commissioner of Higher Education, consistent with the provisions of MCA 20-16-101, is vested with the authority to manage negotiations consistent with applicable law and Board policy.

History:

Item 63-7002-R0589, May 5, 1989

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PAGE: 730.3 (1 of 1)

SUBJECT: PERSONNEL

Effective: May 5, 1989

Section: 730.3 Department of Administration
Personnel Policies; Adoption
Vocational-Technical System

Issued: Apr. 12, 1990

Approved: *P. D. Brooks*

Board policy:

1. Those Department of Administration Personnel Policies and Procedures which address, or can be adapted to, the needs of all vocational-technical centers may be implemented by the centers when specifically adopted by the Board of Regents.

2. Department of Administration Personnel Policies and Procedures not specifically adopted by the Board of Regents shall not be in effect for the vocational-technical centers.

History:

Item 63-7004-50589, May 5, 1989

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PAGE: 730.3.1 (1 of 2)

SUBJECT: PERSONNEL

Effective: Mar. 22, 1993

Section: 730.3.1 Adopted Department of
Administration; Personnel
Policies, Vocational-
Technical System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Board Policy

The Department of Administration Personnel Policies and Procedures which are specified below shall be implemented or implemented as modified for covered vocational-technical center employees, except where in conflict with a negotiated labor agreement. Modifications to adopted Department of Administration Personnel Policies and Procedures may be authorized in writing by the Commissioner of Higher Education through the Associate Commissioner for Technical Education.

<u>Policy Title</u>	<u>Number</u>	<u>Coverage</u>
Annual Leave	3-0305	Nonstudent, non-faculty employees.
Holidays (as modified by Policy 807.3)	3-0325	Nonstudent, non-faculty employees hired to work more than three consecutive months
Jury Duty and Witness Leave	3-0322	Nonstudent employees
Leave of Absence Without Pay	3-0330	Nonstudent employees not covered by Policy 801.3
Military Leave	3-0321	Nonstudent employees who have been continuously employed at least six calendar months.
Overtime and Nonexempt Compensatory Time	3-0210	All employees subject to the overtime provision of the Federal Fair Labor Standards Act

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PAGE: 730.3.1 (2 of 2)

SUBJECT: PERSONNEL

Effective: Mar. 22, 1993

Section: 730.3.1 Adopted Department of
Administration; Personnel
Policies, Vocational-
Technical System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Sick Leave	3-0310	Nonstudent, nonfaculty employees
Parental Leave	3-0312	Employees who are eligible to use sick leave accumulated in accordance with 2-18-618 MCA

History:

Item 63-7005-R0589, Department of Administration; Personnel
Policies Adopted, Vocational Technical System, May 5, 1989, as
amended March 22, 1993.

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PAGE: 730.5 (1 of 1)

SUBJECT: PERSONNEL

Effective: May 5, 1989

Section: 730.5 Employee Indemnification;
Vocational-Technical System

Issued: Apr. 12, 1990

Approved: *P. J. Brooks*

Board policy:

1. Vocational-technical Center employees are entitled to immunization, defense, and indemnification when sued civilly for their actions taken within the course and scope of their employment.

2.

a. In addition to notifying the center director, an employee who has been sued civilly for actions taken within the course and scope of employment shall notify the Commissioner of Higher Education of the lawsuit. A vocational-technical center may provide an internal mechanism to achieve the notification of the Commissioner.

b. If the Board of Regents determines that the conduct upon which the claim brought arises out of the course and scope of the officer's or employee's employment, it may so acknowledge.

c. No defense, indemnification nor immunity will be granted to an employee by the Board if (1) the conduct of the employee constitutes a criminal offense; (2) the employee compromises or settles the claim without the consent of the Board; or (3) the employee fails or refuses to cooperate reasonably in the defense of the case.

History:

Item 63-7009-R0589, May 5, 1989

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PAGE: 730.6 (1 of 2)

SUBJECT: PERSONNEL

Effective: Nov. 11, 1993

Section: 730.6 Minimum Qualifications of
Faculty; Montana Technical
System

Issued: Jan. 28, 1994

Approved: *E. J. Leland*

Board Policy:

The following guidelines will be utilized to maintain minimum qualifications of bargaining unit teaching faculty in the Montana Technical System:

1. All faculty in postsecondary programs and courses must meet the minimum qualifications established for their position. Qualifications of newly hired faculty must be approved at the campus level prior to the beginning of instruction. The approval process includes an evaluation and recommendation from the Chief Academic Officer and approval by the Center Director.

2. Technical specialty courses in associate degree programs should be taught by faculty having both academic preparation and applicable work experience. At minimum, all faculty should hold the baccalaureate degree and must meet any faculty qualifications specified by the Northwest Association of Schools and Colleges.

In all cases, teaching faculty members must have technical competence in the fields in which they teach. In certain exceptional cases, unique experience and demonstrated competence may substitute for academic preparation. It is the responsibility of campus administrators to document and keep on file work experience, certifications, and other qualifications if these are to substitute for or supplement formal academic preparation.

3. Technical specialty courses in non-degree certificate and credit earning adult continuing education courses should be taught by faculty with college work or specialty training. In all cases, teaching faculty in these programs and courses must have special competence in the fields in which they teach. Faculty must meet any minimum qualifications specified by the Northwest Association of Schools and Colleges. It is the responsibility of campus administrators to document and keep on file work experience, certifications, and other qualifications if these are to be substituted for or supplement formal academic preparation.

4. Faculty teaching in technical programs or courses that require licensure, teaching toward the attainment of a license, or which must be accredited by other external agencies, shall hold valid licensure or certification in the teaching specialty or should have college preparation appropriate to that licensure. In some cases, a baccalaureate degree and licensure may be required (example: an instructor in practical nursing must

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SUBJECT: PERSONNEL

Effective: Nov. 11, 1993

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Faculty; Montana Technical
System

Issued: Jan. 28, 1994

Approved: *E. Likert*

hold the baccalaureate degree in nursing and be licensed as a Registered Nurse).

5. Faculty who teach those courses which constitute the required general education core of associate degree programs, specifically those courses with transfer potential, should hold the master's degree in an appropriate discipline (example: English, mathematics, psychology, etc.). An appropriate master's degree (example: education) with at least eighteen (18) graduate level semester credits in the appropriate discipline is also acceptable.

6. Faculty who teach related instruction in non-transfer courses should have fifteen (15) semester credits of academic preparation in the teaching area.

7. All teaching faculty shall have formal preparation in instructional methodology.

8. At the time of hire, all technical faculty holding a baccalaureate or master's degree must have a minimum of two (2) years of current, relevant work experience appropriate to the program or course.

9. All technical faculty with preparation at the associate or less than an associate degree must have a minimum of five (5) years of current, relevant work experience appropriate to the program or course.

10. All new faculty employees of the Technical System hired after July 1, 1993 will be required to meet or exceed the above criteria.

11. All faculty hired prior to July 1, 1993, who do not meet the minimum qualifications specified herein shall be required to develop an individualized plan whereby progress towards meeting the minimum qualifications will be specified. Such plan shall be developed by mutual agreement between the individual faculty member and the Center's academic officer.

History:

Item 80-7001-R0993, Minimum Qualifications of Faculty, Montana Technical System (NEW), November 11, 1993.

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PAGE: 731 (1 of 1)

SUBJECT: PERSONNEL

Effective: July 1, 1987

Section: 731 Vocational Technical Education
Existing center employees

Issued: August 7, 1987

Approved: *OC Durbin*

Statutory authority:

Chapter 658, Montana Session Laws, 1987, House Bill 39.

Section 5. Existing center employees.

- (1) The rights of persons employed by a vocational-technical center under a collective bargaining agreement in effect during the period from July 1, 1987, to July 1, 1989, may not be impaired, and they may, at any time prior to July 1, 1989, exercise any right they have under a collective bargaining agreement to transfer to another position within the school district.
- (2) A person employed by a center under a school district on June 30, 1989, becomes an employee of the board of regents on July 1, 1989.
- (3) Following the effective date of this section, the employees of any center or the board of regents may apply to the board of personnel appeals for determination of the appropriate bargaining unit or units for the purposes of collective bargaining for a contract or contracts to be negotiated with the board of regents prior to July 1, 1989.
- (4) If a person is employed by a center in any capacity on July 1, 1989, and has accumulated sick, vacation, or other leave and years of service with a school district, such leave and years of service shall be transferred fully regardless of the length of employment with the district in which the center is located.

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SUBJECT: PERSONNEL

Effective: Sept. 19, 1996

Section: 740 Drug and Alcohol Testing;
 Montana University System

Issued: Oct. 4, 1996

Approved: *E. Wheat*

Policy:

1. This policy is adopted to comply with federally mandated drug and alcohol testing for certain employees. The overall goal for this policy is to ensure a drug free work environment and to ensure employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner which in turn will reduce accidents and injuries in the workplace.

2. To the extent possible, drug and alcohol testing will be conducted in a manner that respects employee privacy, dignity, and confidentiality.

3. Employees covered by this policy are those whose job duties require a commercial drivers license. Covered employees will be subject to the following types of urine drug and breath alcohol testing: pre-employment (for controlled substances only), post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing, as defined in 49 CFR Part 382.

4. In order to protect employees from inaccurate test results, reliable testing procedures will be used. Any employee who desires to review the results of any positive test will be allowed to do so. An employee who questions the results of a confirmed positive drug test may request an additional test be conducted using a split sample provided at the time of the original sample. The request must be made within 72 hours of initial test results. All costs for a retest on the split sample will be paid by the employee unless the second test invalidates the original test.

5. An employee who refuses to submit to a drug and/or alcohol test will be considered to have failed the test.

6. Drug testing: No employee covered by this policy shall report for duty or remain on duty when the employee uses any controlled substances as defined in 49 CFR Part 382, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect his/her ability to safely operate a commercial motor vehicle.

a) The first occurrence of a confirmed positive drug test will result in removal of the employee from performing safety sensitive functions, referral to a Substance Abuse Professional (SAP) for evaluation, completion of a return-to-duty test with a verified negative result, and a written warning letter.

b) Any subsequent confirmed positive drug test may result in more serious disciplinary actions, up to and including discharge. However, following a preventable accident in which an employee's drug test is confirmed positive (even if it is the first occurrence) more serious disciplinary action may result, up to and including discharge.

7. Alcohol testing: No employee covered by this policy shall perform safety-sensitive functions with an alcohol concentration of 0.04 or greater, possess alcohol while on duty, use alcohol while

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Effective: Sept. 19, 1996

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Montana University System

Issued: Oct. 4, 1996

Approved: *E. Wheat*

performing safety sensitive functions, or use alcohol four hours before performing safety sensitive functions.

a) Covered employees whose alcohol test indicates a blood alcohol concentration of 0.02 up to 0.04 will be immediately removed from performing safety-sensitive functions for a period of at least 24 hours.

b) The first occurrence of an alcohol test resulting in a blood alcohol concentration of 0.04 or higher will result in immediate removal of the employee from performing safety-sensitive functions for a period of at least 24 hours, referral to an SAP for evaluation, completion of a return-to-duty alcohol test indicating an alcohol concentration of less than 0.02, and a written warning letter.

c) Any subsequent alcohol test with a blood alcohol concentration of 0.04 or higher may result in more serious disciplinary actions, up to and including discharge. However, following a preventable accident in which an employee's blood alcohol concentration is 0.04 or greater (even if it is the first occurrence) more serious disciplinary action may result, up to and including discharge.

Procedures:

Each campus that is subject to federally mandated drug and alcohol testing shall develop procedures to implement a drug and alcohol testing program for covered employees. Each campus that uses, but does not employ, a driver who performs duties requiring a commercial drivers license more than once a year must ensure that the driver participates in a drug and alcohol testing program which is consistent with 49 CFR Part 382.

Reference:

49 CFR Part 384, 49 CFR Part 40, and 39-2-304, MCA.

History:

Item 92-002-R0796, Drug and Alcohol Testing, Montana University System, September 19, 1996.

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Policy and Procedures Manual

SUBJECT: PERSONNEL

PAGE: 750 (1 of 1)

Section: 750 Position Descriptions: Executive
Officers; Montana University System

Effective: January 29, 1998

Issued: February 6, 1998

Approved: *E. Dale*

Board Policy:

The Commissioner shall prepare position descriptions for the following positions:

- a. Commissioner of Higher Education
- b. President
- c. Chancellor
- d. Deputy Commissioner for Academic and Student Affairs
- e. Associate Commissioner for Fiscal Affairs
- f. Chief Legal Counsel

The position descriptions shall be periodically reviewed with the Board of Regents and shall be kept on file at the Office of Commissioner of Higher Education.

History:

Item 97-003-R1197, Position Descriptions: Executive Officers; Montana University System (NEW), approved by the Board of Regents on January 29, 1998.

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PAGE: 760 (1 of 1)

SUBJECT: PERSONNEL

Effective: Sept. 19, 1997

Section: 760 Service on Outside Governing Boards;
Montana University System

Issued: Oct. 17, 1997

Approved: *E. Dale*

Board Policy:

1. **Coverage.** This policy applies to upper-level administrative employees of the Montana University System, including individuals such as the commissioner and deputy commissioner, associate or assistant commissioners, presidents, chancellors, vice-presidents, vice-chancellors, provosts, vice-provosts, deans, legal counsel, and any other comparable positions. Any doubts about coverage should be resolved by assuming the policy applies unless a contrary ruling is secured from the commissioner, who will apprise the Regents of his or her decision in such matters.

2. **Allowable Service.** Service on outside boards by university system personnel can be beneficial for the system. Active participation can strengthen economic development, foster a more complete understanding of the needs and challenges of both university system and private enterprise, and familiarize university system personnel in areas of corporate employee motivation and business efficiencies. Such service will also enhance the outreach of the university system with business leaders and other potential system benefactors.

3. **Reasonable Compensation.** Service on outside boards should not be thought of as a means of supplemental income. Any compensation paid to a university system employee shall be reasonable and commensurate with the time and responsibilities required. In no case shall the service on an outside board conflict with the individual's duties and responsibilities to the university system.

4. **Prior Approval.** Before any university system official described in Section 1 accepts an offer to participate on an outside governing board of a for-profit corporation, he or she must have prior written approval from the commissioner. The commissioner shall be apprised of the details of the board appointment, including any compensation to be awarded and a statement as to how the appointment might benefit the individual and the university system. The commissioner shall then apprise the Board of Regents. In the event the commissioner wants to accept an offer to serve on an outside governing board of a for-profit corporation, prior approval shall be required from the Board of Regents.

5. **Reporting.** On or before July 1 of each year, each covered employee shall provide a list to his or her supervisor of any service on governing or policy-making boards, along with the compensation received within the past 12 months for sitting on those boards. The lists shall be submitted to the commissioner and then to the Board of Regents.

6. **Job-Related Service.** Service on governing or policy-making boards of educational organizations other than campus foundations may be performed on state time if such service is performed as an integral part of the official's university system job duties. Examples of organizations for which such service may be appropriate include WICHE, NCAA, SHEEO, NAIA, and NACUBO.

History: Item 96-010-R0997, Service on Outside Governing Boards; Montana University System (NEW)

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 770 (1 of 2)

SUBJECT: PERSONNEL

Effective: Nov. 20, 1997

Section: 770 Conflicts of Interest;
Montana University System

Issued: Dec. 10, 1997

Approved: *E. Dace*

Board Policy:

1. **Coordination with Other Standards or Policies.** This policy is intended to complement the state statute on standards of conduct for public employees (2-2-101ff.MCA) and is not intended to supersede or contradict those standards, although it is possible that an activity allowable under the state statute might be found to violate the more general principle enunciated by this policy. Also, this policy is not intended to supersede Regents' Policy 760 (Service on Outside Governing Boards), and persons covered by that policy must act in compliance with both the general terms of this policy and the specific terms of that policy.
2. **General Policy.** Employees of the Montana University System must endeavor to avoid conflicts of interest between their university system duties and obligations and their personal activities, and between their university system duties and obligations and their professional activities outside the university system. A conflict of interest exists:
 - a. when an employee has a personal interest in a matter that may be inconsistent or incompatible with the employee's obligation to exercise his or her best judgment in pursuit of the interests of the university system; or
 - b. when a non-university system activity encroaches on the time an employee should devote to the affairs of the university system; or
 - c. when an employee's non-university system activities impinge on or compromise the loyalty, commitment, or performance the university has a right to expect from the employee.
3. **Disclosure of Potential Conflict.**
 - a. When presented with a situation involving a potential conflict of interest, an employee should ask: Would public disclosure of the matter lead an outside observer to believe a conflict exists?
 - b. When a potential conflict of interest arises, the involved employee has an obligation to bring the matter to the attention of his or her supervisor and ultimately to the campus chief executive; or in the case of the presidents to the commissioner, and in the case of the commissioner to the Regents. Also, a supervisor who has reason to believe an employee may have a conflict of interest is obligated to bring that matter to the attention of the employee and ultimately to the campus chief executive. Upon receiving a report that a conflict of interest may exist, the responsible administrative officer will undertake a careful, timely examination of the facts of the case to determine whether such conflict does exist or is likely to arise out of the activity at issue. The administrator will inform the affected employee of the judgment reached in the matter, subject to appropriate appeal.

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PAGE: 770 (2 of 2)

SUBJECT: PERSONNEL

Effective: Nov. 20, 1997

Section: 770 Conflicts of Interest;
Montana University System

Issued: Dec. 10, 1997

Approved: *E. Hale*

4. **Availability of Grievance Procedure.**

- a. An employee who objects to a refusal to allow him or her to undertake a specific activity may appeal such a decision through the appeals procedure established by Regents' Policy 203.5.2.
- b. A person alleging a university system employee has acted or is about to act in a fashion incompatible with this policy may bring that matter to the attention of the chief executive officer on the involved campus. A campus decision on such a complaint is appealable under Regents' Policy 203.5.2 once a final decision has been rendered by the appropriate university president.

History:

Item 96-011-R0997, Conflicts of Interest; Montana University System (NEW), approved by the Board of Regents on November 20, 1997.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 800 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: December 10, 1997

Section: 800 Index

Issued: December 10, 1997

Approved: *E. Davis*

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PAGE: 801.1 (1 of 3)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: July 10, 1978

Section: 801.1 Sabbatical assignment

Issued: July 31, 1978

Approved: *P.C. Durbin*

Attorney General's Opinion:

1. Section 75-6213, R.C.M. 1947, does not prohibit a faculty member from accruing creditable service and receiving the employer contribution for retirement benefits during the performance of a sabbatical program. Vol. 37, Opinions of the Attorney General, Opinion No. 80, October 17, 1977.

Board policy:

1. Any faculty, administrative or professional staff member within the Montana University System with seven or more years of service in Montana without a sabbatical shall be eligible for sabbatical assignment. Service while on sabbatical assignment shall be creditable service for all purposes to the same extent as a person's service while on regular assignment.

2. Sabbaticals are subject to budget limitations that may exist at any unit of the Montana University System.

3. Satisfactory programs or projects for sabbatical periods include research, travel, related work in other institutions or private or business organizations, or other activities which the president of the unit agrees will improve the staff member professionally, or which directly or indirectly benefit the institution and the state.

4. All sabbatical assignments shall normally be for a period of not less than two academic quarters (or one semester for an institution on the semester system) or more than an academic year for persons on academic year appointments and not less than one half or more than one fiscal year for persons on fiscal year appointments; however, a person may request a shorter assignment.

5. Compensation from institutional funds may not exceed two-thirds of the academic or fiscal year contract amount established for the individual for the period for which the sabbatical assignment has been approved. Special compensation arrangements involving funds from other than institutional sources must be agreed upon and approved in keeping with the following conditions:

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SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: July 10, 1978

Section: 801.1 Sabbatical assignment

Issued: July 31, 1978

Approved: *P.C. Dunham*

a. Compensation paid during a sabbatical assignment may differ from that paid for regular assignment because it may involve funding from sources other than regular university funds such as fellowships, assistantships or other sources of limited income including funds available from grants or contracts administered by the institution.

b. all compensation must be received through the institution and no person may be additionally compensated for the time on sabbatical assignment by income from other employment during the same period;

c. funds from non-institutional sources must be made directly available to the institution for periodic disbursement to the person in addition to, or in lieu of, regular funds;

d. funds from other sources may be used to supplement institutional funds to increase the compensation up to, but not in excess of, that amount which the individual would have earned on regular assignment during the same period;

e. compensation in excess of that which could have been earned on regular assignment may be approved only if all institutional funds have been replaced by funds from other sources;

f. programs or projects which necessarily involve employment by an employer other than the institution may not qualify for sabbatical assignment but may be approved as leave without pay.

6. A recipient of a sabbatical assignment will be expected to return to his/her university unit for a period equal to the length of the sabbatical assignment or to repay money received from the university unit while on leave.

7. Persons on sabbatical assignment will continue to be eligible for employee benefits.

8. Part-time faculty may be eligible for sabbatical assignments on a pro-rated basis.

9. This policy shall be applicable only where a collective bargaining agreement is not in effect.

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SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: July 10, 1978

Section: 801.1 Sabbatical assignment

Issued: July 31, 1978

Approved: *P.C. Sturken*

Procedures:

1. Faculty members may apply to their respective unit administrators for sabbatical assignment.

2. All applications for sabbatical shall be submitted to the President of the unit, or, if applicable, to the Commissioner of Higher Education, allowing sufficient time for evaluation and approval.

3. In granting sabbaticals, university units will be guided by the applicant's

service which is appropriate to the person's regular assignment
academic rank, if appropriate
total length of service in the Montana University System, and
type and quality of the proposed program.

4. Campus procedures for implementing this policy shall be developed by the unit, shall generally be consistent throughout the Montana University System, and shall be approved by and filed with the Commissioner of Higher Education.

5. Each president shall submit by September 1 an annual summary of sabbaticals to the Commissioner of Higher Education for the prior fiscal year.

Definition:

A sabbatical assignment is a change of duties which neither diminishes or increases the extent of the person's employment with the university. The recipient remains employed by the university during the entire term of the sabbatical to the same extent he or she was employed while on regular assignment, regardless of the compensation agreed upon for the term of the sabbatical.

History:

Item 204-001, Nov. 27, 1967 as amended October 29, 1976 (the portion of this item relating to sabbatical leave is rescinded); Item 20-003-R0478, Sabbatical assignment, Montana University System (Revised), July 10, 1978.

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PAGE: 801.2 (1 of 2)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: July 6, 1995

Section: 801.2

Leaves; administrative personnel

Issued: August 11, 1995

Approved: *E. Wheat*

Board policy:

1. Presidents and Chancellors of the Montana University System units, Vice Presidents and Vice Chancellors, Deans, Directors of Schools, and other administrative personnel as well as the Commissioner of Higher Education and members of his staff are eligible for Administrative Personnel Leave. Supervisory personnel in positions not directly related to academic administration are eligible for Administrative Personnel Leave also. Such leaves shall be granted according to the following procedures.

Procedures:

1. Administrative personnel leaves shall be subject to budget limitations that may exist.
2. Satisfactory programs or projects include study, research, travel, related work in other institutions or private or business organizations or other activities which the president of the unit or the Commissioner of Higher Education agree will improve the staff member professionally or which directly or indirectly benefit the institution and the State.
3. Requests for such leave must show value to the respective unit of the University System and cause no impairment of the unit's program because of the applicant's absence.
4. Any individual receiving an administrative leave will be expected to return to his or her university unit for at least one contract period or to repay money received from the university unit while on leave.
5. Administrative leave shall not be deemed earned leave time, nor become vested right or interest, nor be, nor become, an implied provision of any contract.
6. Each president shall submit by September 1 an annual summary of administrative leaves to the Commissioner of Higher Education for the prior fiscal year.
7. All applications for administrative leave shall be submitted to the President of the unit, or if applicable to the Commissioner of Higher Education, allowing sufficient time for evaluation prior to the beginning of the leave. Requests for administrative leave for presidents must be recommended by the Commissioner of Higher Education. All leave requests shall be submitted to the Board of Regents through the Commissioner of Higher Education for approval.
8. Campus procedures for implementing this policy shall be developed by the unit, shall be generally consistent throughout the Montana University System, and shall be filed with the Commissioner of Higher Education.

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PAGE: 801.2 (2 of 2)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: July 6, 1995

Section: 801.2

Leaves; administrative personnel

Issued: August 11, 1995

Approved: *E. Wheat*

Definition:

1. "Unit" means a campus of the Montana University System or the Office of the Commissioner of Higher Education.

History:

Item 204-001, November 27, 1967 as amended October 29, 1976; (The portion of Item 204-001 relating to administrative and supervisory leave is rescinded); Item 20-001-R0478, Leaves, Administrative Personnel, Montana University System, May 31, 1978, as revised July 6, 1995.

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Policy and Procedures Manual

PAGE: 801.3 (1 of 2)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: Mar. 22, 1993

Section: 801.3 Leave Without Pay;
Montana University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Board policy:

1. Faculty, administrators and professional supervisory personnel are eligible for a leave of absence without pay after two years of continuous service in accordance with the following procedures.

Procedures:

1. Such leave shall not be deemed earned leave time, nor become a vested right or interest, nor be, nor become, an implied provision of any contract. The Board of Regents retains the right to amend, alter, rescind or abolish this leave policy at any time.

2. Each president shall submit by September 1 an annual summary of leaves without pay to the Commissioner of Higher Education for the prior fiscal year.

3. Leaves without pay shall normally not exceed two years duration.

4. Satisfactory programs or projects shall include research, education, travel or related work in other institutions, or private or business organizations, or other activities which the president of the university unit, or, if applicable, the Commissioner of Higher Education, agrees will improve the staff member professionally or will directly or indirectly benefit the institution or the state.

5. Requests for leave without pay shall be made to the unit administrator of the unit at which an applicant is employed.

6. Requests for leaves without pay for presidents must be recommended by the Commissioner of Higher Education.

7. All leave requests shall be submitted to the Board of Regents through the Commissioner of Higher Education for approval.

8. Campus procedures for implementing this policy shall be developed by the unit, shall generally be consistent throughout the Montana University System, and shall be filed with the Commissioner of Higher Education.

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PAGE: 801.3 (2 of 2)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: Mar. 22, 1993

Section: 801.3 Leave Without Pay;
Montana University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

9. Employees who are on an approved leave of absence without pay may continue to be covered by the employer's group insurance for up to two years provided they pay the amount of the employer's contribution plus any required employee contribution. Payment must be made to the business office prior to the close of the payroll date in order for the coverage to be effective.

Definitions:

1. "Unit" means a campus of the Montana University System or the office of the Commissioner of Higher Education.

History:

Item 204-001, November 27, 1967 as amended October 29, 1976. The portion of Item 204-001 relating to leaves without pay is rescinded; Item 20-002-R0478, Leave without pay; Montana University System (Revised), May 31, 1978 as amended March 22, 1993.

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PAGE: 801.4 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: April 21, 1980

Section: 801.4 Educational leave;
Field Staff, AES and CES

Issued: May 15, 1980

Approved: *P.C. Smith*

Board policy:

1. Educational leave is authorized for Field Staff of the Agricultural Experiment Station and the Cooperative Extension Service at Montana State University.

History:

Item 27-206-R0480, Educational Leave for Field Staff of the Agricultural Experiment Station and the Cooperative Extension Service, Montana State University, April 21, 1980.

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PAGE: 801.5 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: Jan. 19, 1995

Section: 801.5 Holiday Exchanges

Issued: April 17, 1995

Approved: *E. Wheat*

Board policy:

1. The Friday following Thanksgiving is designated a holiday for all Montana University System employees in exchange for Columbus Day.

2. The Commissioner of Higher Education may designate any of the following business days as holidays for all employees of a campus in exchange for the same number of legal holidays enumerated in 1-1-216, MCA;

- a. the Monday before Christmas Day or New Year's Day if either holiday falls on Tuesday, or
- b. the Friday after Christmas Day or New Year's Day if either holiday falls on Thursday.

History:

Item 31-004-R0681, Holiday Exchange, Montana University System, June 26, 1981 as revised January 30, 1984, July 24, 1987, May 5, 1989, January 25, 1990, May 7, 1991, and January 19, 1995

MONTANA UNIVERSITY SYSTEM
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PAGE: 801.6 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: Oct 25, 1985

Section: 801.6 Civic duty leave

Issued: Nov. 4, 1985

Approved: *P.C. Dunbar*

Board policy:

University System employees who are elected to a state, county, city or school district office and who by law serve without compensation shall be entitled to a reasonable amount (not to exceed four days per fiscal year) of leave without loss of pay to attend meetings of the elected body. Civic duty leave shall be requested and approved in accordance with unit policy.

History:

Item 49-001-R0985; Civic Duty Leave; Montana University System

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PAGE: 801.7 (1 of 3)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: July 1, 1992

Section: 801.7 Professional Development
Leave, Montana University
System

Issued: Oct. 9, 1992

Approved: *E. Wheat*

Board Policy

Senior level administrators of the Montana University System are eligible for Professional Development Leave. Such leave shall be granted in accordance with the following procedures:

Procedures

1. Eligibility to earn professional Development Leave must be approved on an annual basis by the Board of Regents with specific notation on the individual employment contract for each eligible year. The Presidents and the Commissioner will prepare a list of employees nominated to earn professional development leave at the time individual contracts are submitted for Board approval.
2. Approved Professional Development Leave which is not used may accumulate from contract year to contract year up to a maximum of 45 working days. Earned but unused leave may be redeemed at termination of employment in an amount not to exceed twice the annual amount earned under paragraph 3 for the final position held by the employee. Professional development leave earned in any one contract year accrues only at the end of that fully served contract year. There shall be no right to partial or pro-rated redemption of unused leave during the contract year in which the leave would otherwise be earned. Redemption shall be at a rate commensurate with the administrator's salary at time of redemption.
3. The maximum Professional Development Leave which may be earned on an annual basis is:
 - A. Presidents, Commissioner of Higher Education - 15 days;
 - B. Provost, Western Montana College, 12 days;
 - C. Vice Presidents, Deputy Commissioners, Chief Fiscal Officers, Vocational Technical Center Directors, and Chief Counsel to the Board - 10 days;

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SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: July 1, 1992

Section: 801.7 Professional Development
Leave, Montana University
System

Issued: Oct. 9, 1992

Approved: *E. Wheat*

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- D. Deans or equivalent supervisors of major programs such as the Bureau of Mines and Geology, Mansfield Center, WAMI - 5 days.
4. Approved use of Professional Development Leave
- A. Professional development leave may be used only upon the mutual agreement of the employer and the employee. Approval of the leave shall be at the employer's discretion and is not an enforceable right of any employee.
- i. The employee has presented a plan detailing the professional development the employee will undertake during the leave.
 - ii. It is the employer's judgment that the proffered plan is achievable and offers significant benefit to the employer.
 - iii. In the employer's judgment the functioning of the office or unit will not be detrimentally affected by granting the leave.
- B. Approval for professional development leave for the Commissioner shall be given by the Regents; for the Presidents and Vocational Technical Center Directors by the Commissioner; and for all other employees by either the Commissioner or the President, whichever is appropriate.

5. Transitional Rule:

Redemption limit exception

Notwithstanding the limitations found in paragraph 2 an employee retains the right to accumulate and redeem upon termination unused, accumulated professional development

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SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: July 1, 1992

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Leave, Montana University
System

Issued: Oct. 9, 1992

Approved: *E. Wheat*

leave up to the amount of unused, accumulated professional development leave credited to that employee as of June 30, 1992.

History

Item 60-002-R0788, Professional Development Leave; Montana University System, July 26, 1988; revised June 19, 1992.

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PAGE: 801.7.1 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: Mar. 27, 1987

Section: 801.7.1 Sick Leave Fund

Issued: Apr. 3, 1987

Approved: *P.C. Sundan*

Board Policy:

The presidents of the units of the Montana University System and the Commissioner of Higher Education shall establish a uniform sick leave fund plan to allow for sharing of accrued sick leave among employees and the pooling of accrued sick leave, in accordance with 2-18-618, M.C.A. Such sick leave fund plan may be administered locally or may involve participation in the plan administered by the Department of Administration.

Procedures:

If the presidents or the Commissioner of Higher Education choose to administer a sick leave fund plan for their employees, the campus units or the Office of the Commissioner of Higher Education shall develop procedures for administration of the plan. The procedures shall be generally consistent with those promulgated by the Department of Administration and shall be filed with the Commissioner of Higher Education.

History:

Item 54-001-R1286, Sick Leave Fund Policy; Montana University System, March 27, 1987

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PAGE: 801.14.1 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: July 6, 1995

Section: 801.14.1 Vacation leave;
academic-ranked faculty

Issued: August 11, 1995

Approved: *E. Wheat*

Board policy:

1. The president of each unit of the Montana University System or the Commissioner of Higher Education, as appropriate, is authorized to grant vacation leave to staff members with academic rank on Board of Regents' contracts in accordance with the following procedures.

Procedures:

1. The Commissioner of Higher Education shall determine which positions shall be entitled to receive Board of Regents contracts.

2. Faculty members with academic rank who are appointed on academic year contracts shall accrue no vacation leave.

3. Faculty members who are appointed for teaching, research and/or public service for summer sessions shall accrue no vacation leave.

4. Staff members who hold academic rank and are appointed on fiscal year contracts may accumulate vacation leave at the rate of 1-3/4 days per month (21 days per year) of actual employment.

5. Annual vacation leave may be accumulated as of the last day of any calendar year to a total not to exceed 42 days.

6. Unused vacation leave may be compensated upon termination.

7. If a staff member's status is changed from a fiscal-year contract to an academic-year contract, that staff member may elect to receive compensation for unused accrued vacation leave at the time of the change of status and/or to carry the accumulation.

Definitions:

1. Academic-year shall mean a period of nine months during the ten months generally between September 1 and June 30.

History:

Item 11-002-R1275, Vacation Leave for Staff Members on Board of Regents Contract (Amended), February 6, 1976 and May 31, 1978, as revised July 6, 1995.

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PAGE: 801.14.3 (1 of 1)

SUBJECT: COMPENSATION

Effective: May 18, 1984

Section: 801.14.3 Vacation Leave;
non-faculty staff

Issued: May 25, 1984

Approved: *P.C. Dunham*

Board policy:

1. Staff members of units of the Montana University System and the Office of the Commissioner of Higher Education who do not hold academic rank may receive vacation leave in accordance with state statutes. See 2-18-614 M. C. A. et seq.

History:

Item 20-004-R0478, Vacation leave; non-faculty staff; Montana University System, April 11, 1978

R E S C I N D E D

April 18, 1984

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

SUBJECT: COMPENSATION

Section: 802.1 Salaries; faculty

PAGE: 802.1 (1 of 1)

Effective: June 11, 1976

Issued: April 30, 1978

Approved: *P.C. Dunder*

Board policy:

1. Administrators at any institution operating under a negotiated contract for faculty salaries who return to the faculty shall be paid at the applicable level negotiated under the agreement.

History:

Board of Regents, June 11, 1976.

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Policy and Procedures Manual

PAGE: 802.2.1 (1 of 2)

SUBJECT: COMPENSATION

Effective: July 1, 1986

Section: 802.2.1 Administrative salaries; Issued: Mar. 31, 1986
 Montana University System
 Units, 1986-87 Scale

Approved: *P.C. Turner*

<u>Position</u>	<u>University Scale</u>			<u>College Scale</u>		
	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
President	\$59,318	\$65,909	\$72,499	\$53,386	\$59,318	\$65,249
Chief Academic Officer	53,190	59,100	65,010	47,871	53,190	58,509
Chief Fiscal Officer	48,427	53,808	59,188	43,584	48,427	53,270
Chief Student Affairs Officer	43,668	48,520	53,372	39,301	43,668	48,035
Registrar	34,894	38,771	42,649	31,405	34,894	38,384
Registrar and Director Admissions	36,754	40,837	44,921	33,078	36,754	40,429
Dean, Agriculture	48,416	53,795	59,175	43,574	48,416	53,257
Dean, Architecture	44,467	49,408	54,349	40,021	44,467	48,914
Dean, Letters and Sciences	47,452	52,725	57,997	42,707	47,452	52,197
Dean, Business	49,001	54,446	59,890	44,101	49,001	53,901
Dean, Education	46,370	51,523	56,675	41,733	46,370	51,007
Dean, Engineering	49,588	55,098	60,608	44,630	49,588	54,547
Dean, Fine Arts	43,954	48,838	53,722	39,559	43,954	48,350
Dean, Forestry	48,656	54,062	59,468	43,790	48,656	53,521
Dean, Mines	48,961	54,401	59,841	44,065	48,961	53,857
Dean, Law	53,636	59,596	65,555	48,273	53,636	59,000
Dean, Nursing	46,261	51,401	56,541	41,635	46,261	50,887
Dean, Continuing Education	40,319	44,799	49,279	36,287	40,319	44,351
Dean, Journalism	40,319	44,799	49,279			
Dean, Pharmacy & Allied Health	46,166	51,296	56,425	41,549	46,166	50,783
Dean, Graduate Studies	45,091	50,101	55,111	40,582	45,091	49,600
Dean, Vo/Tech School	35,696	39,662	43,629	32,126	35,696	39,266
Dean, Home Economics	41,471	46,078	50,686	37,323	41,471	45,618
Budget Officer	39,483	43,870	48,257	35,535	39,483	43,431
Business Manager	33,534	37,260	40,986	30,180	33,534	36,887
Comptroller	34,745	38,605	42,466	31,270	34,745	38,219
Director, Physical Plant	37,004	41,115	45,227	33,303	37,004	40,704
Personnel Officer	28,416	31,574	34,731	25,575	28,416	31,258
Director, Personnel & Labor Relations	32,538	36,153	39,768	29,284	32,538	35,791
Purchasing Agent	27,742	30,824	33,907	24,968	27,742	30,516
Dean/Director, Student Services	36,754	40,837	44,921	33,078	36,754	40,429

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 802.2.1 (2 of 2)

SUBJECT: COMPENSATION

Effective: July 1, 1986

Section: 802.2.1 Administrative salaries; Issued: Mar. 31, 1986
Montana University System
Units, 1986-87 Scale

Approved: *P.C. Dink*

<u>Position</u>	<u>University Scale</u>			<u>College Scale</u>		
	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
Director, Admissions	\$28,621	\$31,801	\$34,981	\$25,759	\$28,621	\$31,483
Director, Student Counseling	31,474	34,971	38,468	28,326	31,474	34,621
Director, Counseling, Adm. & Financial Aid	39,783	44,203	48,624	35,805	39,783	43,761
Dir., Financial Aid	28,747	31,941	35,136	25,872	28,747	31,622
Dir., Student Housing	28,274	31,416	34,557	25,447	28,274	31,102
Dir., Student Union	28,572	31,746	34,921	25,714	28,572	31,429
Director, Student Placement	26,268	29,187	32,105	23,641	26,268	28,895
Director, Student Placement & Career Development	30,386	33,763	37,139	27,348	30,386	33,425
Dir., Alumni Affairs	28,855	32,061	35,267	25,969	28,855	31,740
Chief Development Officer	34,696	38,551	42,407	31,227	34,696	38,166
Affirmative Action Officer	24,070	26,745	29,419	21,663	24,070	26,477
Institutional Research Officer	31,300	34,778	38,255	28,170	31,300	34,430
Director, Institutional Research & Budget	35,392	39,325	43,257	31,853	35,392	38,932
Dir., Computer Svc.	39,252	43,614	47,975	35,327	39,252	43,178
Dir., Research/Grants	39,056	43,396	47,735	35,151	39,056	42,962
Director, Auxiliary Services	36,754	40,837	44,921	33,078	36,754	40,429
Director, Recreation & Intramurals	27,339	30,377	33,415	24,605	27,339	30,073
Director, Health Services	50,621	56,245	61,870	45,559	50,621	55,683
Vice President, Planning & Budget	38,823	43,137	47,450	34,941	38,823	42,705
Vice President, Administrative Services	44,699	49,665	54,632	40,229	44,699	49,169
Vice President, Extension & Cont. Education	48,559	53,954	59,350			
Legal Counsel	41,418	46,021	50,623			
Information Director	31,298	34,776	38,253	28,168	31,298	34,428
Vice Pres., Research	48,559	53,954	59,350	43,703	48,559	53,415

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PAGE: 802.2.2 (1 of 1)

SUBJECT: COMPENSATION

Effective: July 1, 1986

Section: 802.2.2 Administrative salaries; Commissioner's Office, 1986-87 Scale

Issued: Mar. 31, 1986

Approved: *P.C. Duncan*

<u>Position</u>	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
OFFICE OF THE COMMISSIONER			
Commissioner of Higher Education	\$66,187	\$73,541	\$80,895
Deputy Commissioner, Academic Affairs	51,967	57,742	63,516
Deputy Commissioner, Fiscal Affairs	46,595	51,773	56,950
Chief Counsel	41,418	46,021	50,623
Assistant Chief Counsel	34,676	38,529	42,382
Director, Special Projects	40,319	44,799	49,279
Director, Planning & Research	31,300	34,778	38,255
Director, Personnel & Labor Relations	32,538	36,153	39,768
Director, Guaranteed Student Loan Program	30,988	34,431	37,874
Staff Attorney	25,898	28,776	31,653
Financial Assistant	31,691	35,212	38,734
Facilities Planning Consultant	37,004	41,115	45,227

History:

Item 20-006-R0578, Administrative Salary Schedule, Montana University System, May 31, 1978; Item 24-003-R0579, May 30, 1979; Item 27-008-R0680, June 23, 1980; Item 31-002-R0581, May 22, 1981; Item 34-003-R0382, Item 39-002-R0683, June 14, 1983; Board of Regents Minutes May 3, 1985, Item 50-002-R0186, March 21, 1986

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 802.3 (1 of 1)

SUBJECT: COMPENSATION

Effective: Summer Session
1983

Section: 802.3 Salaries; summer session

Issued: March 19, 1982

Approved: *G.C. Tucker*

Board policy:

1. The maximum salary reimbursement for a full summer assignment for contracted summer session teaching personnel shall not exceed two-ninths (2/9) of the academic year salary beginning in September following the summer session.

History:

Item 221-002, December 9, 1971 (superseded);

Item 3-010-R1273, Policy Regarding Summer Session Salaries,
December 10, 1973, as revised March 5, 1982

MONTANA UNIVERSITY SYTEM
Policy and Procedures Manual

PAGE: 802.4 (1 of 1)

SUBJECT: COMPENSATION

Effective: June 25, 1979

Section: 802.4 Pay plan

Issued: July 15, 1979

Approved: *P.C. Dunham*

Board policy:

1. The state pay plan shall apply to all classified employees of Montana University System.
2. The Commissioner of Higher Education may, at his discretion, adopt administrative rules promulgated by the Department of Administration; however, the Commissioner should deviate from such rules where necessary to accommodate unique educational circumstances or objectives.
3. This section shall not alter express rights or obligations contained in collective bargaining contracts.
4. Nothing in this policy is intended to divest the Board of Regents of any of its authority under Article X, Section 9, of the Constitution of the State of Montana.

History:

Item 16-005-R0577, Policy regarding state classification system, state pay plan and coordination of classified collective bargaining, July 11, 1977, as amended June 25, 1979.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 802.5 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: Mar. 24, 1994

Section: 802.5 Continuing education; salaries

Issued: Sept. 28, 1994

Approved: *E. L. Kent*

Board policy:

1. A faculty member teaching credit courses in continuing education shall normally be paid at the standard rate of \$575 per semester credit hour. A higher or lower rate may be negotiated.
2. A "dislocation allowance" of 10¢ per mile for each session shall be added to the faculty member's remuneration for those offerings which are held more than 50 miles from campus. The dislocation allowance shall be calculated on the round trip mileage traveled to and from each session of the offerings based on the state's mileage chart.
3. Normal travel reimbursement and per diem are authorized.
4. For non-credit offerings, fees and salaries may fluctuate within reasonable limits based upon the need for the total program to be self-supporting.
5. Continuing Education Unit (CEU) offerings should be treated as other non-credit offerings with a fee policy which reflects costs established by each unit.

History:

Continuing Education Recommendations approved by Board of Regents, July 12, 1976 (Rescinded); Item 17-009-R0777, July 11, 1977, March 10, 1980, December 14, 1984, July 24, 1987, September 15, 1992; Item 82-004-R0194, Continuing Education, salaries, approved March 24, 1994.

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PAGE: 802.6 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS Effective: July 1, 1987

Section: 802.6 Presidents' Salaries; Issued: Oct. 31, 1986
Montana University
System

Approved: *P.C. Durbin*

Board Policy:

No President of a unit of the Montana University System shall accept compensation receivable by virtue of his service as President from any source other than the unit which he serves, unless the Board gives specific prior approval for the compensation. "Compensation receivable by virtue of his service as President" includes, but is not limited to, all personal benefits or compensation received from any entity organized, in whole or in part, to further one or more interests of the unit or the university system. Such entities include, but are not limited to, endowment foundations, research institutes, alumni associations, and booster clubs.

History:

Item 53-001-R0986, Presidents, Salary; Montana University System, October 14, 1986

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MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 803.1 (1 of 1)

SUBJECT: COMPENSATION

Effective: June 7, 1976

Section: 803.1 Tax shelters

Issued: Nov. 1, 1977

Approved: *P.C. Dunbar*

Board policy:

1. Units of the Montana University System are authorized to negotiate for and purchase "tax sheltered" annuities and deferred compensation plans for employees of the Montana University System under the provision of the 1954 Internal Revenue Code, Section 403(b), and the laws of the State of Montana.

Procedures:

1. The employee must agree to a reduction in salary or wages paid in the same amount as the cost of the annuity or compensation plan.

2. The Commissioner of Higher Education is authorized to approve necessary amendments to contracts of employment or to delegate such approval power to the presidents of the various institutions.

3. Employee salary adjustments and payroll deductions are authorized for non-contract personnel by the local administration, also consistent with State law.

History:

Item 186-003, May 13, 1963 (superseded);

Item 12-003-R0676, Authorization for Units of the Montana University System to Negotiate for and Purchase Tax Sheltered Annuities and Deferred Compensation Plans for Employees, June 7, 1976.

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PAGE: 803.2 (1 of 6)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: July 1, 1993

Section: 803.2 Optional Retirement Program

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Statutory authority:

The Optional Retirement Program (ORP) is established in accordance with the provisions of Title 19, Chapter 21, M.C.A., as amended.

Board policy:

I. Eligibility.

Subject to conditions stated in Section II, all academic and professional administrative personnel with individual contracts under the authority of the Board of Regents shall be eligible to participate in the ORP.

II. Participants

A. All eligible employees defined in Section I shall participate in the ORP unless the person is, on the date hired, an active, inactive, or retired member of PERS or TRS who elects to remain with their current retirement system as provided in 4. below. This election must be exercised:

1. before January 1, 1988, for an eligible person hired before July 1, 1987;
2. within 90 days after entry into service or before January 1, 1988, whichever is later, for a person hired in an eligible position on or after July 1, 1987;
3. within 30 days after receiving written notice of eligibility or before January 1, 1988, whichever is later, for an employee who becomes eligible to participate in the ORP by reason of appointment, promotion, transfer, or reclassification to an eligible position; and
4. after July 1, 1993, an eligible person who is an active, inactive, or retired member of TRS or PERS shall elect, within 30 days of being hired, to:
 - a. remain with their current retirement system; or
 - b. become a member of the ORP.

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SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: July 1, 1993

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Issued: Nov. 11, 1993

Approved: *E. Wheat*

- B. The election must be exercised by filing a written notice with the campus payroll officer. The election is effective as of the date the notice is filed with the payroll officer or January 1, 1988, whichever is later.
- C. If an eligible officer or staff member, who is an active, inactive, or retired member of TRS or PERS, fails to exercise the election as provided by this section, that person must remain a member of their current retirement system.
- D. An election under this section is not effective, and deferrals will not be made to the applicable retirement system, until an appropriate application for the issuance of a contract or contracts under the program is filed with the campus payroll officer.

III. Designated Companies

- A. TIAA-CREF are the only companies designated by the Board of Regents to provide individual annuity contracts either fixed or variable, or a combination thereof, and owned by the participants.
- B. TIAA-CREF shall be subject to the policies established by the administrator regarding the contact of eligible employees to explain the provisions of the ORP.

IV. Plan Administrator

The Board of Regents delegates its duties under Title 19, Chapter 21, M.C.A., to the Office of the Commissioner of Higher Education which is also designated as administrator of the ORP. The Commissioner of Higher Education shall administer the ORP consistent with Board of Regents' policies regarding the administration of employee benefit programs through inter-unit advisory committees.

V. Plan Contributions

- A. Contributions under this retirement plan, referred to as "plan contributions," shall be made at least monthly except for months in which no salary is paid in accordance with the following schedule:

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Approved: *E. Wheat*

1. each participant shall contribute an amount equal to the member's contribution required under 19-4-602, M.C.A.;
 2. the Board of Regents' contribution on behalf of a participant shall be the greater of (a) the employer contribution to TRS not used to amortize past service unfunded liability or (b) an amount that, when added to the participant's contribution, is equal to 12% of the participant's earned compensation;
 3. On or after July 1, 1997 the Board of Regents may reduce the participant's contribution rate to an amount not less than 6% of earned compensation, provided the sum of participant and employer contribution remains 12%;
 4. Beginning on July 1, 1993 and continuing to June 30, 1997, the employer contributions to TRS to discharge the obligation for past service liability is 2.503%; and
 5. After July 1, 1997, the past service liability contribution to TRS may be adjusted based on the actual experience of the Montana University System members of the TRS system.
- B. Plan contributions by participants shall be made by employer pick-up under Section 414(h)(2) of the Internal Revenue Codes.
- C. Plan contributions shall be forwarded to TIAA-CREF to be applied as premiums on retirement annuities owned by the participant and may be allocated by the participant between TIAA and CREF in whole percentages.
- D. The Board of Regents shall make plan contributions for participants who have attained the normal retirement age who continue in employment provided the participant also continues contributions.
- E. Contributions to the ORP shall not continue beyond the date a participant receives his or her first annuity payment from a TIAA or CREF retirement annuity unless the participation in the ORP continues as a result of an early or phased retirement agreement between a participant and the Board of Regents.
- F. During a leave of absence, the Board of Regents shall continue its plan contributions to a participant's annuities on the basis of salary then being paid by the Board of Regents, provided the participant also continues plan contributions.

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Approved: *E. Wheat*

VI. Retirement Annuities

- A. The participant shall complete a TIAA-CREF application form in order for retirement annuities to be issued. Each TIAA and/or CREF retirement annuity issued under the ORP is for the sole purpose of providing a retirement or death benefit.
- B. Provisions of TIAA and CREF retirement annuities are described in the booklet, Retirement Annuity, and shall be distributed to each participant as part of the description of the ORP.
- C. All benefits under the ORP shall be provided solely through individually owned, fully funded retirement annuities and, therefore, are not subject to, nor covered by, federal plan termination insurance.

VII. Repurchase

- A. In the event the participant in the ORP terminates employment for reasons other than retirement or disability and requests that TIAA-CREF repurchase his or her annuity, the Board of Regents may approve such repurchase. These conditions are described in detail in the booklet, Retirement Annuity.
- B. Upon repurchase, the entire amount accumulated in the annuities shall be payable by TIAA-CREF to the participant and shall be in full satisfaction of the participant's and his/her spouse's rights to retirement and/or death benefits under the ORP.

VIII. Retirement Benefits

- A. Upon retirement at any age, the participant shall be entitled under the term of his or her TIAA and CREF retirement annuities to receive a monthly or periodic income under one of the options set forth in such contracts. All options provide a lifetime income for the participant and, all except one, also provide for income to a surviving spouse or other beneficiary.

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Approved: *E. Wheat*

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- B. Total TIAA-CREF annuity income benefits which begin on or after May 1, 1980, shall be calculated on a sex-neutral basis as described in the booklet, Retirement Annuity. Descriptions of the income options are also contained in the booklet.
 - C. The Board of Regents shall permit the use of the retirement transition benefit described in the booklet, Retirement Annuity.

IX. Death Benefits

In the event a participant dies prior to commencement of retirement benefit payments described in Section VIII, the full current value of the annuity accumulation, including the portion attributable to ORP contributions made by the Board of Regents, shall be payable to the beneficiary or beneficiaries named by the participant in a single sum or under any one of the income options offered by TIAA-CREF. The benefit options are described in the booklet, Retirement Annuity.

X. Plan Year

- A. The "plan year" is January 1 through December 31 of each year.
- B. Records for each participant to whom annuities have been issued shall be maintained on a calendar year basis. TIAA-CREF shall send each annuity owner a report of premiums and benefits summarizing the status of his or her retirement annuities as of December 31 of each year. Similar reports or benefit illustrations may be obtained by a TIAA-CREF annuity owner upon termination of employment or at any other time by writing directly to TIAA-CREF.

XI. Application for Benefits

- A. Procedures for receipt of benefits may be initiated by writing directly to TIAA-CREF.
- B. Benefits provided by TIAA and CREF retirement annuities to which plan contributions have been applied shall be payable by TIAA-CREF upon receipt by TIAA-CREF of a satisfactorily completed application for benefits and supporting documents, death benefits, or repurchase

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Issued: Nov. 11, 1993

Approved: *E. Wheat*

amounts. The necessary forms may be provided to the participant, the surviving spouse, or the participant's beneficiary by TIAA-CREF.

XII. Amendment and Termination

- A. The Board of Regents reserves the right to modify or discontinue the ORP at any time.
- B. Any discontinuance or modification of the ORP shall not adversely affect the benefits accrued by participants prior to the date of discontinuance.

Definitions:

- A. "Teachers' Retirement System (TRS)" means the Teachers Retirement System provided for in Title 19, Chapter 4, M.C.A.
- B. "Optional Retirement Program (ORP)" means the Optional Retirement Program provided for in Title 19, Chapter 21, M.C.A.
- C. "TIAA" means the Teachers Insurance and Annuity Association.
- D. "CREF" means the College Retirement Equities Fund.
- E. "Normal retirement age" means the last day of the academic year in which age 65 is attained.
- F. "Participant" means an employee of the Montana University System who has elected to join the ORP.
- G. "PERS" means the Public Employees Retirement System provided for in Title 19, Chapter 3, M.C.A.

History:

Item 56-004-R0787, Authorization to provide Optional Retirement Program for contract employees; Montana University System, July 24, 1987 as revised July 8, 1993.

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PAGE: 804.1 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: Apr. 26, 1990

Section: 804.1 Self-insured Group
Insurance Program

Issued: July 18, 1990

Approved: *P.D. Brooks*

Board policy:

The Board of Regents hereby authorizes the Commissioner of Higher Education and the respective administrations of the six campuses to establish a self-insured (Administrative Services only) group insurance plan. The plan will be administered by the Commissioner of Higher Education consistent with Regent policies regarding inter-unit advisory committees. The plan will be administered as an enterprise fund in the state fund structure contingent upon the group plan reserves being allowed to retain interest earnings. If the group plan loses its ability to retain interest under the enterprise fund the accounting for the plan shall be returned to Montana Tech's Auxiliary Enterprise fund.

All costs associated with the administration of the plan shall be paid from insurance premiums collected and interest earned on reserve balances. All other interest earned plus premium tax savings shall be credited to the plan reserves. Reserve balances shall be retained and carried over from year to year.

The Commissioner of Higher Education shall be authorized up to 3.5 full-time equivalent employees to provide administration of the plan. In no case shall administrative costs exceed the amount of premium tax savings that would be incurred under a conventional group plan plus any interest earned on reserves. It is the intent that the plan be more cost efficient than conventional insurance.

History

Item 43-901-R0684, Authorization to Establish a Partially Self-Insured Group Insurance Plan for Montana University System Employees Including All Authorized Affiliated Group Employees; Commissioner of Higher Education, June 12, 1984. (Rescinded); Item 51-901-R0686, Authorization to Establish a Partially Self-Insured Group Insurance Plan for Montana University System Employees including all Authorized Affiliated Group Employees; Commissioner of Higher Education (Revised), June 20, 1986 and April 26, 1990.

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PAGE: 804.4 (1 of 1)

SUBJECT: COMPENSATION

Effective: Sept. 14, 1984

Section: 804.4 Indemnification

Issued: Sept 24, 1984

Approved: *P. C. Durbin*

Board policy:

1. Montana University System officers and employees are entitled to immunization, defense, and indemnification when sued civilly for their actions taken within the course and scope of their employment. This policy shall apply to the Commissioner of Higher Education, employees with the Commissioner's office, and Board members themselves, as well as presidents and other unit employees.

2(a). In addition to notifying the campus president, an officer or employee who has been sued civilly for actions taken within the course and scope of employment shall notify the Commissioner of Higher Education of the lawsuit. A unit may provide an internal mechanism to achieve the notification of the Commissioner. In the case of non-campus based persons covered by this policy, employee notification that the person is being sued civilly shall be directly to the Commissioner who shall in turn place the matter before the Board.

(b) If the Board of Regents determines that the conduct upon which the claim brought arises out of the course and scope of the officer's or employee's employment, it may so acknowledge.

(c) No defense, indemnification nor immunity will be granted to an employee by the Board if (1) the conduct of the employee constitutes a criminal offense; (2) the employee compromises or settles the claim without the consent of the Board; or (3) the employee fails or refuses to cooperate reasonably in the defense of the case.

History:

Board minutes, December 10, 1973; Item 44-003-R0784,
Indemnification, Montana University System (Revised).

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PAGE: 805 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: June 21, 1985

Section: 805 Executive perquisites

Issued: July 15, 1985

Approved: *P.C. Durbin*

Board policy:

1. For the necessity and convenience of the units of the Montana University System, the president shall be provided a residence and shall be expected to occupy the residence provided. It shall be free of rent, with all utilities paid by the institution.

2. The presidents and the Commissioner shall also be furnished a state or leased vehicle for the performance of their respective duties.

History:

Minutes, Board of Education ex officio Regents of Higher Education, August 20, 1951; Item 219-003, July 12, 1971; Item 5-001-R0774, July 8, 1974 as revised May 31, 1978, July 10, 1978 and June 21, 1985.

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PAGE: 806.1 (1 of 2)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: Nov. 1, 1957

Section: 806.1 Supervising teachers;
payments

Issued: Dec. 7, 1981

Approved: *B.C. [Signature]*

Administrative Policy:

1. The five units of the Montana University System which prepare elementary and secondary teachers agreed to adopt a uniform schedule for the payment of teachers who supervise student teachers. The schedule is based on the following assumptions:

a. the basic unit of student teaching is considered to be 30 clock hours of actual teaching done on a one-hour-per-day-for-a-full-quarter (or its equivalent) basis. Five quarter hours of credit are usually awarded for such a unit of student teaching.

b. a student may take a longer single assignment (up to a total of 15 hours) of student teaching, or he may take two separate assignments (ordinarily totaling 10 hours).

c. under special circumstances, a student may be permitted to enroll for a number of hours of student teaching not a multiple of 5; e.g., 6 hours, which would require at least 20% more clock hours of actual teaching than the "basic unit" of 5 hours. Such arrangement, however, tends to be the exception rather than the rule.

d. whether a student is getting 5, 10, or 15 credits for a given student teaching assignment, certain supervisory factors remain relatively constant: (1) the amount of orientation and consultation prior to taking over the class, and (2) the amount of individual conference time throughout the teaching period.

2. On the basis of these assumptions a pay scale, based on a flat fee of \$25.00 plus an additional fee of \$5.00 per credit hour of student teaching registered for, was accepted.

3. A student teaching assignment of one unit (the student would ordinarily be registered for 5 credits) would carry a payment to the supervising teacher of \$50.00 (\$25.00 plus 5 times \$5.00); for an assignment of two units (10 credits), the amount would be \$75.00 (\$25.00 plus 10 times \$5.00); for three units (15 credits), the amount would be \$100.00--the maximum which would be paid for any assignment. Payments for student teaching assignments not multiples of 5 will be computed in the same fashion.

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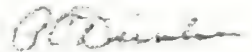
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SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: Nov. 1, 1957

Section: 806.1 Supervising teachers;
payments

Issued: Dec. 7, 1981

Approved: 

4. Where more than one supervising teacher is involved in a single assignment, the total amount will be divided among the teachers involved. (Ordinarily, a student should not be expected to work with more than two supervising teachers on any one student teaching assignment.)

5. When a student takes two separate units of student teaching under different supervising teachers, the initial orientation and conference fee of \$25.00 will be included in the payment made to each teacher.

History:

Executive Council. November 1, 1957; Council of Presidents, Nov. 23, 1981

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PAGE: 807.1 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: November 20, 1997

Section: 807.1 Employee Travel;
Montana University System

Issued: December 10, 1997

Approved: *E. Dale*

Board Policy:

The agencies of the Montana University System will comply with state statutes regarding travel and will generally follow the rules for travel that have been promulgated by the Department of Administration, with the exception described below. Employees will travel in the most efficient and cost-effective manner possible while still able to accomplish the purpose of the travel. Whenever possible, employees will utilize "expanding technologies to interface with out-of-state agencies and other entities in an attempt to reduce travel expenditures," as was recommended by the 55th Legislature.

The Montana University System will generally follow the Department of Administration manual concerning lodging reimbursements. The maximum lodging reimbursement for out-of-state lodging is the maximum standard federal lodging rate or CONUS rate unless the location is listed in the federal schedules with a specific maximum lodging rate that is higher than the standard. The official federal per diem schedules are available on the Internet at the following location:

<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>

However, the university system agencies may reimburse employees for the actual cost of out-of-state (or foreign) lodging if one of the following criteria has been met and the employee received prior approval to be reimbursed at the higher rate. The Commissioner may designate campus approving authorities.

1. Government rates were requested and were not available at the hotel where the employee is staying; or
2. The purpose of the travel is to attend a conference, career fair, recruitment fair, or similar event and the event is either being held at the lodging site or the lodging site has been designated as the recommended lodging site for the event.

History:

Item 96-002-R0997, Employee Travel; Montana University System (NEW), approved by the Board of Regents on November 20, 1997.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 807.2 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: May 5, 1989

Section: 807.2 State Pay Plan;
Vocational-Technical System

Issued: Apr. 12, 1990

Approved: *P. J. Byrnes*

Board policy:

1. The state pay plan shall apply to all classified employees of the vocational-technical system.

2. The Commissioner of Higher Education may, at his or her discretion, adopt administrative rules promulgated by the Department of Administration; however, the Commissioner should deviate from such rules where necessary to accommodate unique educational circumstances or objectives.

3. This section shall not alter express rights or obligations contained in collective bargaining contracts.

4. Nothing in this policy is intended to divest the Board of Regents of any of its authority to govern the Vocational-Technical System under MCA Chapter 16, Part 1.

History:

Item 63-7008-R0589, May 5, 1989

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Policy and Procedures Manual

PAGE: 807.3 (1 of 1)

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Effective: May 7, 1991

Section: 807.3 Holiday Exchanges;
Vocational-Technical System

Issued: June 7, 1991

Approved: *E. Wheat*

Board policy:

1. The Friday following Thanksgiving is designated a holiday for all vocational-technical center employees in exchange for Veterans' Day.

2. With the prior approval of the Board of Regents, the following holiday exchanges may be implemented at the vocational-technical centers:

a. When Christmas falls on Tuesday, the Monday before Christmas is designated a holiday in exchange for the preceding Columbus Day.

b. When Christmas falls on Thursday, the Friday after Christmas is designated a holiday in exchange for the preceding Columbus Day.

c. When New Year's Day falls on Tuesday, the Monday before New Year's Day is designated a holiday in exchange for the following third Monday in February (the holiday recognizing Lincoln's and Washington's birthdays).

d. When New Year's Day falls on Thursday, the Friday after New Year's Day is designated a holiday in exchange for the following third Monday in February (the holiday recognizing Lincoln's and Washington's birthdays).

History:

Item 63-7007-R0589, May 5, 1989, as revised June 14, 1990 and May 7, 1991.

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FINANCIAL
AFFAIRS

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 900 (1 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 11, 1999

Section: 900 Index

Issued: Oct. 11, 1999

Approved: *E. Dale*

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SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 11, 1999

Section: 900 Index

Issued: Oct. 11, 1999

Approved: *E. Dale*

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PAGE: 901.1 (1 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 25, 1990

Section: 901.1 Renewal and/or replacement of
equipment in recharge centers;
Montana University System

Issued: Dec. 26, 1990

Approved: *P. D. Brink*

Board Policy:

1. The units of the Montana University System are authorized to establish "Renewal and Replacement" (R & R) accounts in the PLANT FUND for the systematic accumulation of funds for the renewal and/or replacement of equipment used to support a particular recharge center.

2. Requests for such an R & R account must be accompanied by a "life cycle plan" outlining the procedures to be followed in accumulating R & R funds. Action plans must be approved by the Commissioner of Higher Education.

Procedures:

Each campus requesting approval for the establishment of an R & R account relating to equipment replacement in recharge centers must provide the Commissioner of Higher Education with the following information:

1. an inventory of the major equipment items included in the particular recharge center, (asset class with a combined cost exceeding \$10,000), the estimated useful life, and the salvage value;

2. the cost of the asset class (new equipment) or the fair market value (used equipment);

3. the remaining useful life for each existing asset class together with a specific R & R rate. The useful life for an asset class must be consistent from campus to campus. (However, depending upon campus usage, specific rates may include a "range" for a particular asset class);

4. a projection of the annual R & R that would be recovered through recharge rates over the remaining useful life of the equipment, and

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PAGE: 901.1 (2 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 25, 1990

Section: 901.1 Renewal and/or replacement of
equipment in recharge centers;
Montana University System

Issued: Dec. 26, 1990

Approved: *P.D. Brooks*

5. following approval, the accumulated amounts would be identified as R & R funds and transferred to an interest earning account in the PLANT FUND.

Definitions:

Recharge Center - An account in the DESIGNATED SUBFUND established for the purpose of accumulating costs and revenues for campuswide service activities. Typical recharge centers include, but are not limited to, computing, motor pool, telephone systems, and reprographics (copy machines/printing services). Other recharge centers may be designated by the University units.

Repair and Replacement (R & R) Fund - The systematic accumulation of funds over a specified period of time that would equal the cost of an asset (or asset class) less any salvage value.

History:

Item 69-001-R1090, Renewal and/or Replacement of Equipment in Recharge Centers; Montana University System, October 25, 1990.

MONTANA UNIVERSITY SYSTEM

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PAGE: 901.2 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Dec. 10, 1973

Section: 901.2 Foundation Financial
Statements

Issued: June 15, 1972

Approved: *P.C. Dunbar*

Board policy:

1. Each separately incorporated foundation is requested to submit an annual financial report through the Commissioner of Higher Education to the Board of Regents at their December meeting. Such statements should include an expression of opinion by an independent certified public accountant. In addition, the Board of Regents recommends that the private foundations incorporate those fund structures and accounting principles promulgated by College and University Business Administration and the A.I.C.P.A. - Audit Guide where applicable.

2. It is understood that the accounting records of the private foundations will be maintained separately from those of the college or university.

History:

Item 3-012-R1273, Submission of Annual Financial Statements, Endowment Research Foundations, December 10, 1973.

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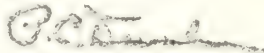
PAGE: 901.3 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Nov. 3, 1978

Section: 901.3 Peter Potter Loan Trust Fund

Issued: Aug. 10, 1981

Approved: 

Board policy:

1. The financial aid office at Montana College of Mineral Science and Technology is authorized to act as the agent of the Board of Regents of Higher Education for administering the student loans from the Potter Trust.

2. Montana College of Mineral Science and Technology shall be reimbursed \$3,000 per annum from the Potter Trust for administrative costs.

History:

Item 18-008-R1077, Authorization for Peter Potter Loan Trust Transaction; Montana University System as revised November 3, 1978.

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PAGE 901.4 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 11, 1977

Section: 901.4 Rental and Royalty Income

Issued: Aug. 10, 1981

Approved: *Oc. [Signature]*

Board policy:

Funds derived from sale of gravel or fill dirt, rights of way, rental and royalties from gas and mineral leases and similar income related to real property owned by the State of Montana for the benefit and use of the Montana Agricultural Experiment Station shall be designated as plant funds to be used for the off-campus development and/or replacement items on Montana Agricultural Experiment Station property which will make these lands and facilities more productive and useful for research purposes.

History:

Item 17-303-R0777, Montana Agricultural Experiment Station Land Development, July 11, 1977.

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PAGE: 901.5 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 31, 1981

Section: 901.5 Student Building Fee Bond
Reserve; University of Montana

Issued: Aug. 10, 1981

Approved: *P.C. [Signature]*

Board policy:

The University of Montana is authorized to take interest accruals from the Bond Reserve Accounts for the 1963 and 1971 Student Building Fee Bonds into account before making the semiannual additions to the reserve accounts.

History:

Item 32-103-R0781, Authorization to Transfer Less than the Current Interest and Principle to the 1963 and 1971 Student Building Fee Bond Reserve, University of Montana, July 31, 1981.

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PAGE: 901.6 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 1, 1991

Section: 901.6 Authorization to Expend
Reverted Appropriations;
Montana University System

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

Consistent with the intent of MCA 17-7-304 and MCA 17-7-502, each campus shall be authorized to revert to an account held by the Board of Regents and be authorized to expend funds from the account for deferred maintenance and equipment/fixed assets consistent with a long-term plan approved by the Board of Regents.

Procedures:

1. Each campus must present a long-term plan for Regent approval consistent with the intent of MCA 17-7-304. Campuses may revise their long-term plans, with Regential approval, to meet changing needs and priorities.
2. Prior to expenditure of funds from a reverted appropriation, the campus must submit an itemized expenditure list which is consistent with the long-term plan approved by the Board of Regents to the Commissioner of Higher Education.
3. The Commissioner shall review and approve the list to insure that such planned expenditure is consistent with the long-term plan on file.
4. The Commissioner shall be responsible for establishing the accounts necessary to carry out the intent of MCA 17-7-304.
5. Each campus shall submit upon request of the Commissioner a summary of expenditures from the reverted account.
6. This policy terminates June 30, 1996, unless MCA 17-7-304 is reauthorized.

History:

Item 71-003/7003-R0691, Authorization to Expend Reverted Appropriations, June 21, 1991.

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Policy and Procedures Manual

PAGE: 901.7 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 8, 1993

Section: 901.7 Donations; Montana
University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Board Policy:

Cash donations received by any unit of the Montana University System and made payable to that unit will be deposited as State University System assets into the State Treasury and recorded on the Statewide Budgeting and Accounting System unless documentation clearly provides evidence of other donor intent or identifies the donation is a result of campaigns or solicitations from a separately incorporated foundation acting on behalf of the university unit. Copies of such documentation must be maintained by the University System campus. When properly documented, such a cash donation may be forwarded to the separately incorporated foundation.

This policy does not preclude the University System campus from transferring funds to a separately incorporated foundation for investment or endowment management. However, the University System campus must retain the assets, in some form, on the Statewide Budgeting and Accounting System records. A yearly accounting, at minimum, must be furnished to the campus by the separately incorporated foundation in order for the University System campus to prepare accounting adjustments related to interest earned and expenses incurred on the assets transferred for investment or management.

History:

Item 79-001-R0593, Donations, Montana University System, July 8, 1993.

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PAGE: 901.8 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Nov. 19, 1998

Section: 901.8 Student Payroll FICA Exemption

Issued: Dec. 30, 1998

Approved: *E. Dale*

Board policy:

Students "enrolled and regularly attending classes," whose employment at their school is incident to and for the purpose of pursuing a course of study are exempt from paying FICA tax per IRC Sec. 3121(b)(10). For purposes of defining "incident to the pursuit of study," the following credit hours are to be used in determining when the FICA exemption begins:

Half-time (6 credits or more)

History:

Item 83-003-R0594, Student Payroll FICA Exemption (NEW), approved July 7, 1994, as revised November 19, 1998

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SUBJECT: FINANCIAL AFFAIRS

PAGE: 901.9 (1 of 3)

Section: 901.9 Campus-Affiliated Foundations;
Montana University System

Effective: Sept. 17, 1998

Issued: Oct. 21, 1998

Approved: *E. Dale*

1. Purpose of Foundations:

Private support for public higher education is an accepted and firmly established practice throughout the nation. Foundations are established to enable institutions to accomplish more than public funding allows. The private, independent nature of foundations also provides the added advantage of flexibility in fiscal management and responsiveness in donor services. Foundations affiliated with the campuses of the Montana University System have an outstanding record of providing additional financial support for their campuses so they can achieve a level of excellence not possible through state funding and tuition alone.

The Board of Regents recognizes and appreciates the contributions made to higher education by the foundations affiliated with the campuses of the Montana University System. The Board pledges to do its part in preserving and ensuring the future growth of these foundations. It acknowledges these foundations can best serve the special needs and interests of donors who desire their contributions to go toward enhancing the mission of the campuses, and not be used to replace necessary support from the state.

The purpose of foundations affiliated with campuses of the Montana University System is to engage in raising funds consistent with the mission and priorities of that campus. These foundations are expected to have mission statements relevant to this purpose and to adopt policies, plans, and budgets to achieve their missions. Each campus-affiliated foundation is authorized to accept restricted and unrestricted gifts on behalf of that campus. The campus agrees, through its chief executive officer, to keep the foundation apprised of its needs and priorities; the foundation agrees to consider and communicate to the campus its ability and plans to fund those needs and priorities. An affiliated foundation must agree not to solicit or accept gifts, the use of which would be inconsistent with the campus' mission, goals, or objectives.

2. Public Confidence:

The Board of Regents recognizes it cannot and should not have direct control over campus-affiliated foundations. These foundations must be governed separately to protect their private, independent status. However, because the Board of Regents is responsible for ensuring the integrity and reputation of the university system and its campuses and programs, it must be assured that any affiliated foundation will adhere to ethical standards appropriate to such organizations in order to assure the public that it is conducting its mission with honesty and integrity.

Therefore, each campus chief executive officer should ensure that the campus foundation ascribes to the following requirements in order to enhance public confidence in the foundation:

- Compliance with state and federal law applicable to such organizations.
- Maintaining financial and accounting records in accordance with generally accepted accounting principles or other comprehensive Basis of Accounting, as approved by an independent auditor.

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SUBJECT: FINANCIAL AFFAIRS

PAGE: 901.9 (2 of 3)

Section: 901.9 Campus-Affiliated Foundations;
Montana University System

Effective: Sept. 17, 1998

Issued: Oct. 21, 1998

Approved: *E. Dale*

Such records shall be audited annually or biannually by a firm of Certified Public Accountants and shall be maintained separately from the records of the affiliated campus.

- Annual or biannual submission of audited financial statements and a list of foundation officers, directors, or trustees, through their campus chief executive officer (and President), to the Commissioner of Higher Education and Board of Regents. The Commissioner shall make this information available to the executive and legislative branches of state government and members of the public who request it.

The relationship between the campuses of the Montana University System and the foundations supporting those campuses must be based on a recognition of and respect for the private and independent nature of the foundations. Transactions between a campus and its foundation must be consistent with the foundation's mission to assist and benefit the campus and must also be consistent with the campus' obligation to hold, manage, and use public property and resources to benefit the public interest. To ensure that the campus/foundation relationship is clearly defined, each campus shall consummate a formal written operating agreement with its affiliated foundation. To ensure the independence of the foundation, no employee of the Montana University System shall hold a voting position on a campus-affiliated foundation board. The Regents may allow exceptions to this restriction during a three-year transition period for those campuses that historically and currently have faculty or other employees serving as voting members of their campus-affiliated foundation boards. Senior administrators of the campus should, however, participate on the foundation board in an ex-officio capacity.

3. Operating Agreement:

The campuses of the Montana University System and their affiliated foundations shall enter into a public, written operating agreement that (1) outlines the relationship between the two entities; (2) incorporates an appropriate balance of foundation independence and Board of Regents' oversight; and (3) defines appropriate foundation activities. This agreement shall be reviewed and approved by the Board of Regents at least every two years and, at a minimum, include:

- The services and benefits the campus and foundation provide each other and any payments made, including whether campus assets are managed by the foundation;
- How gifts, grants, and endowments are accepted and accounted for;
- That gifts made to a campus of the Montana University System be accounted for and ownership maintained by that campus; that gifts made to a campus-affiliated foundation be accounted for and ownership maintained by that foundation;
- That the foundation has a conflict-of-interest policy;

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SUBJECT: FINANCIAL AFFAIRS

PAGE: 901.9 (3 of 3)

Section: 901.9 Campus-Affiliated Foundations;
Montana University System

Effective: Sept. 17, 1998

Issued: Oct. 21, 1998

Approved: *E. Dale*

- That no salary supplements for a unit chief executive officer will be underwritten by a foundation without the approval of and public disclosure by the Board of Regents;
- That campus input will be sought by the chief executive officer before defining the major needs and priorities for foundation consideration;
- That other requirements stated or implied by this policy have been followed.

4. Board of Regents' Authority:

As provided in Article X of the Constitution of the State of Montana, the Board of Regents has authority over the campuses of the Montana University System. Under such authority, the Regents have responsibility for ensuring the public interest is served by any individual or organization established to support a campus of the Montana University System. While the Board of Regents cannot control or direct individuals or private organizations, it has the full authority to control the activities of its agents and agencies in their relationships with such individuals or organizations. Such control extends to the regulation of participation in those organizations and the use of a name, logo, or other insignia identified with campuses of the Montana University System.

History:

Item 100-003-R0798, Campus-Affiliated Foundations; Montana University System (NEW Board of Regents' Policy), approved by the Board of Regents on September 17, 1998.

MONTANA UNIVERSITY SYSTEM
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PAGE: 910.1 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: April 21, 1980

Section: 910.1 Budgeting; community colleges

Issued: May 15, 1980

Approved: *O.C. Dunbar*

Board policy:

1. The community college biennial and supplemental budgets shall be presented to the Board of Regents of Higher Education for consideration on forms and in a manner provided by the Commissioner of Higher Education.
2. Under the authority of M.C.A. 20-15-302, the annual general fund budget shall be presented to the Board of Regents on forms and in a manner provided by the Commissioner of Higher Education. The annual budget will be reviewed by the Board of Regents.
3. The coordinator of community colleges shall formulate uniform policies on record keeping.
4. Emergency budget requests under M.C.A 20-15-302(2) must receive an approval budget amendment from the Board of Regents.

History:

Item 4-007-R0474, Policy Regarding Budgeting and Fiscal Matters, Montana Community Colleges, April 8, 1974, as revised April 21, 1980.

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PAGE: 910 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Dec. 8, 1980

Section: 910 Budgets

Issued: Dec. 12, 1980

Approved: *P. E. H. L.*

Board policy:

The President of the University of Montana shall separately present budget and student fee proposals for the School of Law to the Commission of Higher Education for review and transmittal to the Board of Regents of Higher Education.

History:

Item 30-101-R1280, Presentation of proposed budget and fees for the School of Law, December 8, 1980.

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PAGE: 920 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Nov. 6, 1975

Section: 920 Purchasing regulations

Issued: May 9, 1977

Approved: *B.C. Dunder*

Board policy:

The Commissioner of Higher Education is authorized to establish system-wide purchasing regulations in cooperation with the Department of Administration.

Procedures:

1. University personnel will be designated State Purchasing Agents by the Director, Department of Administration.
2. No monetary remuneration will be paid to any of the participating units by the Department of Administration.
3. All accounting procedures shall be compatible to the Statewide Budget and Accounting System.
4. All categories listed on the State Purchasing Requisition Time Schedule will be processed through the State Purchasing Division.
5. State Term Contracts must be utilized by the University units.
6. Purchasing limitations:
 - a. Purchases over \$100 and under \$500 require local informal quotes.
 - b. Purchases over \$500 and under \$1,000 require formal written quotations.
 - c. Purchases over \$1,000 follow regular Department of Administration's purchasing procedures.
 - d. Emergency purchases must be justified in writing and approved by the State Purchasing Division.
7. Standard state purchase order forms shall be utilized.
8. A copy of all purchase orders issued will be submitted to the Department of Administration on a weekly basis.
9. Purchases requiring Federal Exemption Certificates shall continue to be processed through the State Purchasing Division.
10. Representatives of the Department of Administration will visit each campus quarterly to review University purchasing procedures.

History:

Item 7-004-R0175, January 16, 1975; Memo from Commissioner of Higher Education to Unit Presidents, November 6, 1975.

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PAGE: 920.1 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 7, 1994

Section: 920.1

Purchasing requisitions;
computing equipment

Issued: Sept. 28, 1994

Approved: *E. L. Heath*

Administrative policy:

1. Requisitions for the acquisition of telecommunications equipment, software and information technology vendor services with an estimated cost of \$25,000 or more shall be approved by the Commissioner or designee prior to submission to any vendor or to the Purchasing Bureau of the State Department of Administration.

Administrative procedure:

The University of Montana and Montana State University will have responsibility for management of information technology related procurements at their respective affiliated campuses. The Commissioner or designee shall oversee major procurements to ensure coordination of efforts in areas of technological applications having state-wide implications.

History:

Board of Regents, Item 7-004-R0175, January 16, 1975; Commissioner's Regulations, June 6, 1975; Management Information Systems Memo #1, Nov. 12, 1976; Council of Presidents, Nov. 23, 1981; Item 7-004-R0175, Purchasing requisitions, computing equipment (revised) July 7, 1994.

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PAGE: 930.1 (1 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: Feb. 1, 1991

Section: 930.1 Internal Audit Reports;
Montana University System

Issued: June 7, 1991

Approved: *E. Wheat*

Board Policy:

1. a. An internal audit report for a unit of the Montana University System or a vocational technical center shall be provided to the Commissioner's Office when the report contains a conclusion that there has been or may have been a violation of institutional or system policy or of state or federal law.

b. i. It is the obligation of the unit president or center director to forward the reports as required by this policy upon receipt.

ii. If forwarding the report to the Commissioner is not required by this policy the report shall at that time be considered a public document unless the contents of the report are otherwise privileged under applicable law.

c. i. If, in the judgment of the Commissioner, the violation revealed by the audit report is significant or substantial the Commissioner shall forward the report to the Board of Regents for consideration at their next regularly scheduled meeting.

ii. If the report is not forwarded to the Board the report shall at that time be considered a public document unless the contents of the report are otherwise privileged under applicable law. If the report is forwarded to the Board it shall be considered a public document at the time it is placed on the Board agenda and received by the Board unless the contents of the report are otherwise privileged under applicable law.

2. For the purposes of this policy an "internal audit report" is a report generated within the unit or center at the direction of the unit or center by an employee as part of the employee's assigned duties for the purpose of appraising, examining or evaluating:

a. financial transactions for accuracy and compliance with institutional or system policies,

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 930.1 (2 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: Feb. 1, 1991

Section: 930.1 Internal Audit Reports;
Montana University System

Issued: June 7, 1991

Approved: *E. Wheat*

b. financial and operational procedures for adequate internal controls,

c. timeliness, reliability, and usefulness of institutional records and reports, or

d. the level of compliance with required internal policies and procedures, state and federal laws, and government regulations.

History: Item 69-002-R0990, Internal Audit Reports; Montana University System, February 1, 1991.

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PAGE: 940.1 (1 of 5)

SUBJECT: FINANCIAL AFFAIRS

Effective: March 23, 1995

Section: 940.1 Residency policy;
Montana University System

Issued: April 17, 1995

Approved: *E. Wheat*

Board policy

(1) All applicants for admission and students at the units of the Montana University System shall be classified as in-state or out-of-state for fee purposes, admission to the units, and admission to programs of limited enrollment. A student who is not classified as in-state is considered to be out-of-state. The following criteria and procedure shall be applied at all units.

(2) Except as provided in subsection (7), a person may beclassified as in-state following a 12-month continuous period of domicile in Montana with a documented and dated intent to become a resident of Montana as provided in subsections (3) through (6).

(3)(a) The 12-month period referred to in subsection (2) does not begin to run until an act indicative of intent to become a Montana resident is taken. The following will serve as such indicators:

- (i) an automobile belonging to the person seeking in-state status is registered in Montana,
- (ii) a Montana driver's license is acquired,
- (iii) a Montana voter registration is acquired,
- (iv) a principal residence is purchased,
- (v) a resident Montana individual income tax return is filed.

(b) Only in the event that none of the above indicators are appropriate, the person seeking in-state status may file an affidavit of intent to establish residency. A form may be obtained from and must be filed with the unit. Other actions may be considered as indicators provided that the action is clearly indicative of an intent to establish residency and is not an action that students routinely take

(4)(a) During the 12-month period and thereafter for as long as in-state status is desired, the person seeking or granted such status must act in a manner consistent with Montana residency, including all legal obligations and responsibilities based upon such residency. Enjoyment of a status, receipt of benefits or exercise of a right or privilege inconsistent with or in contradiction of Montana residency may be a basis for classification as out-of-state.

(b) The 12-month period does not run for any period during which the person enjoys a status receives a benefit, or exercises a right or privilege based upon residency outside of Montana, or which negates the intent to become a Montana resident.

(5)(a)(i) It is presumed that the domicile of a minor or unemancipated person is that of the person's parents or legal guardian.

(ii) If the parents are divorced, separated or deceased, the minor or unemancipated person will be presumed a resident if either:

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 Montana University System

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Approved: *E. Wheat*

- (A) the parent or legal guardian with whom the student normally resides is a resident of Montana, or
- (B) the parent or legal guardian who takes the student as an exemption for federal income tax purposes or supplies a majority of the support for the student is a resident of Montana.

(b) It is presumed that a person absent from Montana in excess of 30 days during the 12-month period upon which in-state status is claimed lacks the necessary intent to acquire Montana residency as required by subsection (2).

(c) It is presumed, in the case of an individual who would have formerly been eligible for in-state status based on meeting the residency requirements but who has been absent from Montana for a period of 12 months or more, that such individual has abandoned in-state status. This presumption does not apply to individuals who can demonstrate satisfaction of the 12-month residency requirement subsequent to the absence. This presumption does not apply to absences from the state for purposes of post-secondary education or service in the armed forces of the United States provided the individual has not taken any actions in contradiction of the claim of Montana residency.

(d)(i) It is presumed that any person, not eligible for in-state status under this policy, who is registered for in excess of one-half of a normal full-time credit load is present in the state primarily for educational purposes, and such periods may not generally be applied to the 12-month period referred to in subsection 2.

(ii) For purposes of this subsection "in excess of one-half of a normal full time credit load" means:

- (A) Any period of time for which an undergraduate student is registered for 7 or more semester credits, or
- (B) Any period of time for which a graduate student is registered for in excess of half of the minimum full time credit load for graduate students as defined for financial aid purposes by the institution at which the student is enrolled.¹

(e) In order to overcome any of the above presumptions, the person desiring in-state status must do so by clear and convincing evidence.

¹ The presumption of subsection (5)(d) is applicable to any person applying for in-state status for spring semester, 1994.

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(6) If a person, who did not qualify for in-state status or who had not taken acts indicative of an intent to establish Montana residency prior to imprisonment, is incarcerated in a Montana state or local penal institution, the time spent in the institution may not apply towards satisfaction of the 12-month residency requirement.

(7)(a) Notwithstanding the residency requirement, the following classes of persons are eligible for in-state status:

(i) members of the armed forces of the United States assigned to active duty in Montana, their spouses, and their dependent children during the member's tour of duty in Montana;

(ii) an individual domiciled in Montana and employed full-time in a permanent job in Montana and the spouse and dependent children of such an individual provided the primary purpose of the person seeking in-state status for coming to Montana was not the education of the children, the spouse, or the employed individual;

(iii) any graduate of a Montana high school accredited by the Board of Public Education who is a citizen of the United States or a resident alien² who registers at a unit no later than the second fall term following the student's high school graduation shall be eligible for in-state status for five years from the date of initial registration or until the achievement of a baccalaureate degree, whichever occurs first, provided either of the following conditions existed at the time the student graduated from high school:

- (A) the student attended the Montana high school for the student's entire senior year; or
- (B) the student had a parent who was employed and resided in Yellowstone National Park.

(iv) an individual domiciled in a state other than Montana who derives more than 50% of family income, as reported or required to be reported under the United States tax laws, from full-time employment in a permanent job in Montana and who pays all required Montana taxes on Montana derived income and the spouse and dependent children of such individual; provided the state of domicile provides reciprocal treatment for Montana residents.

(b) If a person receives in-state status under the provisions of this subsection (7), such status continues only so long as the person remains a member of one of the described classes. If the person no longer is eligible for membership in one of the classes, the person will be reclassified as out-of-state unless the person qualifies for in-state status under the residency provisions. It is the responsibility

² No person granted residency prior to the adoption of this amendment (March 23, 1995: "citizen of the United States or a resident alien") shall be denied residency as a result of this amendment.

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Approved: *E. Wheat*

of an individual to notify the unit if the individual is no longer eligible for an exception.

(8)(a) An applicant for admission to a unit or to a particular program, to be classified as an in-state student, must meet the requirements for in-state status as of the date the application is received by the unit or program. If a closing date has been established for applications to a particular program, the status for purposes of admission to the program shall be determined as of the closing date.

(b)(i) Any applicant or student classified as out-of-state may petition to the unit for a change of classification upon forms to be prescribed by the Commissioner's office and available at the unit. The burden of proof, including production, is upon the individual seeking the change in classification. In order to be reclassified an individual must meet the requirements found in Subsections (1) through (7). Unless the unit policy provides otherwise, to be eligible to receive in-state status for a particular term of enrollment, the individual must be eligible for in-state status on or before the 15th instructional day of the term and the reclassification petition must be submitted no later than seven working days prior to the first day of registration. An applicant or student initially classified as out-of-state may only receive an in-state classification pursuant to the procedures in this Subsection.

(ii) The Registrar of a unit or a designee of the President if there is no Registrar may initiate proceedings to reclassify an individual with in-state status to out-of-state status if it is determined that the individual enjoys a status; receives a benefit; exercises a right or privilege inconsistent with or in contradiction of Montana residency; or fails to meet a legal obligation of Montana residency. The Registrar shall inform the individual of the proposed action and permit the individual to present written or oral material if the individual wishes. The Registrar shall make a written decision as to reclassification and inform the individual.

(iii) A change in classification under Subsection (8)(b)(i) above is effective on the first official day of enrollment for the first term following the date the petition is received by the Registrar's office unless the late filing of a Montana individual income tax form is required, in which case the effective date is the date of filing the tax form. A change in classification under Subsection (8)(b)(ii) above is effective upon the first day of enrollment for the first term following the date of the Registrar's decision letter.

(c) An individual may appeal the initial classification decision or a reclassification decision. If a particular unit provides for an on-campus appeal, such appeal must first be taken. The final campus decision may be appealed to the Commissioner of Higher Education, and the Commissioner's decision may be appealed to the Board of Regents. An appeal shall be accompanied by an appeal form prescribed by the Commissioner's office and available at the unit. An appeal shall be submitted to the unit for transmittal to the Commissioner and must be submitted to the unit within 14 calendar days of the final campus decision. For good cause the Commissioner may accept an appeal beyond the deadline. The Commissioner's decision may only be appealed within 21 calendar days of the date of the Commissioner's written decision. An appeal may be accompanied by any written materials the

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Approved: *E. Wheat*

student wishes to submit that are relevant to the classification decision. Neither the Commissioner nor the Board are required to hold hearings on an appeal. The Commissioner's decision may impose conditions upon the individual for receiving and retaining in-state status.

(9) An individual classified or reclassified as in-state based upon false, incomplete, or incorrect replies to residency questions or evidence submitted to the unit, the Commissioner, or the Board is subject to retroactive reclassification by the Registrar or the Commissioner as out-of-state. In such case the individual is liable for the additional fees that would have been collected had the individual been classified as out-of-state.

(10) The Commissioner, in consultation with the units, shall prepare an operations manual to implement this policy.

History:

Item 43-002-R0484, Residency Policy, Montana University System (Revised), April 13, 1984, May 3, 1985, June 16, 1988, October 23, 1993, July 7, 1994, November 17, 1994, and March 23, 1995

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SUBJECT: FINANCIAL AFFAIRS

Effective: Fall 1988

Section: 940.1A Residency policy;
Montana University System

Issued: July 8, 1988

Approved: 

Board policy

(1) All applicants for admission and students at the units of the Montana University System shall be classified as in-state or out-of-state for fee purposes, admission to the units, and admission to programs of limited enrollment. A student who is not classified as in-state is considered to be out-of-state. The following criteria and procedure shall be applied at all units.

(2) Except as provided in subsection (7), a person may be classified as in-state following a 12-month continuous period of domicile in Montana with a documented and dated intent to become a resident of Montana as provided in subsections (3) through (6).

(3)(a) The 12-month period referred to in subsection (2) does not begin to run until an act indicative of intent to become a Montana resident is taken. The following will serve as such indicators:

- (i) an automobile belonging to the person seeking in-state status is registered in Montana,
- (ii) a Montana driver's license is acquired,
- (iii) a Montana voter registration is acquired,
- (iv) a principal residence is purchased,
- (v) a resident Montana individual income tax return is filed.

(b) Only in the event that none of the above indicators are appropriate, the person seeking in-state status may file an affidavit of intent to establish residency. A form may be obtained from and must be filed with the unit. Other actions may be considered as indicators provided that the action is clearly indicative of an intent to establish residency and is not an action that students routinely take.

(4)(a) During the 12-month period and thereafter for as long as in-state status is desired, the person seeking or granted such status must act in a manner consistent with Montana residency, including all legal obligations and responsibilities based upon such residency. Enjoyment of a status, receipt of benefits, or exercise of a right or privilege inconsistent with or in contradiction of Montana residency may be a basis for classification as out-of-state.

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Montana University System

Issued: July 8, 1988

Approved: *PC Dunder*

(b) The 12-month period does not run for any period during which the person enjoys a status, receives a benefit, or exercises a right or privilege based upon residency outside of Montana, or which negates the intent to become a Montana resident.

(5)(a)(i) It is presumed that the domicile of a minor or unemancipated person is that of the person's parents or legal guardian.

(ii) If the parents are divorced, separated or deceased, the minor or unemancipated person will be presumed a resident if either:

(A) the parent or legal guardian with whom the student normally resides is a resident of Montana, or

(B) the parent or legal guardian who takes the student as an exemption for federal income tax purposes or supplies a majority of the support for the student is a resident of Montana.

(b) It is presumed that a person absent from Montana in excess of 30 days during the 12-month period upon which in-state status is claimed lacks the necessary intent to acquire Montana residency as required by subsection (2).

(c) It is presumed, in the case of an individual who would have formerly been eligible for in-state status based on meeting the residency requirements but who has been absent from Montana for a period of 12 months or more, that such individual has abandoned in-state status. This presumption does not apply to individuals who can demonstrate satisfaction of the 12-month residency requirement subsequent to the absence. This presumption does not apply to absences from the state for purposes of post-secondary education or service in the armed forces of the United States provided the individual has not taken any actions in contradiction of the claim of Montana residency.

(d) In order to overcome any of the above presumptions, the person desiring in-state status must do so by clear and convincing evidence.

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Issued: July 8, 1988

Approved: *PC Jordan*

(6) If a person, who did not qualify for in-state status or who had not taken acts indicative of an intent to establish Montana residency prior to imprisonment, is incarcerated in a Montana state or local penal institution, the time spent in the institution may not apply towards satisfaction of the 12-month residency requirement.

(7)(a) Notwithstanding the residency requirement, the following classes of persons are eligible for in-state status:

(i) members of the armed forces of the United States assigned to active duty in Montana, their spouses, and their dependent children during the member's tour of duty in Montana;

(ii) an individual domiciled in Montana and employed full-time in a permanent job in Montana and the spouse and dependent children of such an individual provided the primary purpose of the person seeking in-state status for coming to Montana was not the education of the children, the spouse, or the employed individual; and

(iii) any graduate of a Montana high school who registers at a unit no later than the second fall term following the student's high school graduation shall be eligible for in-state status for five years from the date of initial registration or until the achievement of a baccalaureate degree, whichever occurs first, provided either of the following conditions existed at the time the student graduated from high school:

(A) the student attended the Montana high school for the student's entire senior year; or

(B) the student had a parent who was employed and resided in Yellowstone National Park; and

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Montana University System

Issued: July 8, 1988

Approved: *PCTurkman*

(iv) an individual domiciled in a state other than Montana who derives more than 50% of family income, as reported or required to be reported under the United States tax laws, from full-time employment in a permanent job in Montana and who pays all required Montana taxes on Montana derived income and the spouse and dependent children of such individual; provided the state of domicile provides reciprocal treatment for Montana residents.

(b)(i) If a person receives in-state status under the provisions of this subsection (7), such status continues only so long as the person remains a member of one of the described classes. If the person no longer is eligible for membership in one of the classes, the person will be reclassified as out-of-state unless the person qualifies for in-state status under the residency provisions. It is the responsibility of an individual to notify the unit if the individual is no longer eligible for an exception.

(ii) in-state status under subsection (7)(a)(iii) only exists for four years following the date of first registration at a unit.

(8)(a) An applicant for admission to a unit or to a particular program, to be classified as an in-state student, must meet the requirements for in-state status as of the date the application is received by the unit or program. If a closing date has been established for applications to a particular program, the status for purposes of admission to the program shall be determined as of the closing date.

(b)(i) Any applicant or student classified as out-of-state may petition to the unit for a change of classification upon forms to be prescribed by the Commissioner's office and available at the unit. The burden of proof, including production, is upon the individual seeking the change in classification. In order to be reclassified an individual must meet the requirements found in Subsections (1) through (7). Unless the unit policy provides otherwise, to be eligible to receive in-state status for a particular term of enrollment, the individual must be eligible for in-state status on or before the 15th instructional day of the term and the reclassification petition must be submitted no later than seven working days prior to the first day of registration. An applicant or student initially classified as out-of-state may only receive an in-state classification pursuant to the procedures in this Subsection.

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Effective: Fall 1988

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Montana University System

Issued: July 8, 1988

Approved: *PC Dunbar*

(ii) The Registrar of a unit or a designee of the President if there is no Registrar may initiate proceedings to reclassify an individual with in-state status to out-of-state status if it is determined that the individual enjoys a status; receives a benefit; exercises a right or privilege inconsistent with or in contradiction of Montana residency; or fails to meet a legal obligation of Montana residency. The Registrar shall inform the individual of the proposed action and permit the individual to present written or oral material if the individual wishes. The Registrar shall make a written decision as to reclassification and inform the individual.

(iii) A change in classification under Subsection (8)(b)(i) above is effective on the first official day of enrollment for the first term following the date the petition is received by the Registrar's office unless the late filing of a Montana individual income tax form is required, in which case the effective date is the date of filing the tax form. A change in classification under Subsection (8)(b)(ii) above is effective upon the first day of enrollment for the first term following the date of the Registrar's decision letter.

(c) An individual may appeal the initial classification decision or a reclassification decision. If a particular unit provides for an on-campus appeal, such appeal must first be taken. The final campus decision may be appealed to the Commissioner of Higher Education, and the Commissioner's decision may be appealed to the Board of Regents. An appeal shall be accompanied by an appeal form prescribed by the Commissioner's office and available at the unit. An appeal shall be submitted to the unit for transmittal to the Commissioner and must be submitted to the unit within 14 calendar days of the final campus decision. For good cause the Commissioner may accept an appeal beyond the deadline. The Commissioner's decision may only be appealed within 21 calendar days of the date of the Commissioner's written decision. An appeal may be accompanied by any written materials the student wishes to submit that are relevant to the classification decision. Neither the Commissioner nor the Board are required to hold hearings on an appeal. The Commissioner's decision may impose conditions upon the individual for receiving and retaining in-state status.

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SUBJECT: FINANCIAL AFFAIRS

Effective: Fall 1988

Section: 940.1A Residency policy;
Montana University System

Issued: July 8, 1988

Approved: *PCA Tucker*

(9) An individual classified or reclassified as in-state based upon false, incomplete, or incorrect replies to residency questions or evidence submitted to the unit, the Commissioner, or the Board is subject to retroactive reclassification by the Registrar or the Commissioner as out-of-state. In such case the individual is liable for the additional fees that would have been collected had the individual been classified as out-of-state.

(10) The Commissioner, in consultation with the units, shall prepare an operations manual to implement this policy.

History:

Item 43-002-R0484, Residency Policy; Montana University System (Revised), April 13, 1984, May 3, 1985 and June 16, 1988.

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PAGE: 940.2 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Sept. 1, 1993

Section: 940.2 Application fee;
Montana University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Board policy:

1. Each unit of the Montana University System shall charge a non-refundable application fee of \$30.00 to each applicant for admission to a graduate or undergraduate program. Campuses may exempt applicants for special or non-degree programs authorized by Section 301.

2. If an applicant for a special or non-degree student program authorized by Section 301 later applies for enrollment in the unit's regular program, the application fee shall be charged at that time.

Interpretation:

3. The application fee shall be honored for one year from the semester for which the student is applying.

History:

Item 207-002, Admissions Fee for Undergraduate Students, Montana University System, July 8, 1968 (rescinded); Item 218-001, Admissions Fee for Graduate and Undergraduate Students, Montana University System, April 12, 1971 (rescinded); Item 2-012-R1073, Admissions Fee for Graduate Students, Montana University System, October 19, 1973 (rescinded); Item 11-006-R0376, Increase in the Student Admission Fee, Montana University System, March 23, 1976 as revised April 11, 1978; Item 11-006-R0376, Application Fee; Montana University System, November 4, 1988 as revised July 8, 1993.

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PAGE: 940.3 (1 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: Summer 1989

Section: 940.3 Registration, incidental,
and non-resident building fees

Issued: May 15, 1989

Approved: *P. J. Brink*

Board policy:

The following registration fee, non-resident building fee, and per credit hour charges shall be paid by all students except those for which some other rate may be specifically authorized in another policy:

1. A registration fee of \$15.00 per quarter, or \$22.50 per semester will be charged against all registrants.
2. A non-resident building fee shall be charged in the amount of \$2.00 per credit hour (\$3.00 on a semester basis).
3. Non-resident incidental fees at each campus will be established after taking into consideration the average cost of instruction, calculated separately for colleges and universities. Cost of instruction is defined here to mean the instructional budget of each campus plus related academic support costs.
4. The per credit hour incidental fee and non-resident building fee charge for credit hours 15 through 18 shall be the same as for 14 credit hours.
5. The per credit hour incidental fee shall be as follows:

Charge per credit hour

Credit hour	Resident		Non-resident			
	Quarter	Semester	UM & MSU	EMC & NMC	WMCUM	TECH
1 - 12	\$25.00	\$37.50	\$51.00	\$41.00	\$61.50	\$76.50
13 - 14	\$12.50	\$18.75	\$25.50	\$20.50	\$30.75	\$38.25
19 and over	\$25.00	\$37.50	\$51.00	\$41.00	\$61.50	\$76.50

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SUBJECT: FINANCIAL AFFAIRS

Effective: Summer 1989

Section: 940.3 Registration, incidental,
and non-resident building fees

Issued: May 15, 1989

Approved: *P. J. Brooks*

History:

Item 3-001-R1273, December 10, 1973; as amended by Item 3-018-R0174, January 14, 1974 and Item 15-002-R0277, February 14, 1977, Item 30-001-R1280, December 8, 1980; Minutes, December 10, 1982; Item 42-001-R1283, Dec. 16, 1983; Minutes, December 14, 1984, August 1, 1986, and March 17, 1989.

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PAGE: 940.4 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Sept. 1, 1993

Section: 940.4 Late registration fee;
Montana University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Board policy:

A uniform late registration fee for units of the Montana University System in the amount of \$40.00 is authorized for all students. An additional late registration fee in the amount of \$40.00 is authorized for all students who, with the unit's approval, register after the 15th instructional day. Each institution is granted authority to extend the registration period or waive the late registration fee under extenuating circumstances.

History:

Item 209-001, December 2, 1968; Item 5-002-R0774, July 8, 1974, October 25, 1990, and July 8, 1993.

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Policy and Procedures Manual

PAGE: 940.5 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Sept. 16, 1983

Section: 940.5 Transcript fee

Issued: Sept. 23, 1983

Approved: *O.C. Tanker*

Board policy:

Units of the Montana University System are authorized to charge a transcript fee.

Procedures:

1. Each student may receive one (1) free official transcript.
2. For every transcript request thereafter \$2.00 shall be charged per copy.

History:

Item 9-224-R0775, July 28, 1975 as amended by Item 11-207-R1275, December 15, 1975 as revised September 16, 1983.

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PAGE: 940.6 (1 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: Dec. 13, 1991

Section: 940.6 Student fee deferment

Issued: Oct. 9, 1992

Approved: *E. Wheat*

Board Intent:

It is the intent of the Board that each campus provide a deferred payment plan for students not able to secure other reasonable lines of credit through private financial institutions. Campuses should exercise due diligence in providing credit and every reasonable effort should be made to minimize uncollectable accounts.

Board policy:

A uniform student fee deferment policy is established utilizing the following procedures:

Procedures:

1. Each unit on semesters is authorized a deferred fee payment plan providing:

(a) at least one-fourth of the total fees and charges is paid at the time a student enrolls;

(b) one-half of the total fees and charges have been paid no later than 30 days after the first official class day;

(c) three-fourths of the total fees and charges have been paid no later than 60 days after the first official class day;

(d) the full amount of the deferred fees and charges is paid no later than 90 days after the first official class day; and

(e) A campus may offer deferred payments during a summer term and the same provisions apply as during an academic year term, except the payment dates should be adjusted to insure full payment of deferred fees and charges prior to the end of the summer term.

2. In calculating the amount of fees to be deferred, a campus must first apply the student financial aid that is available at the time of registration. All available financial aid up to one-fourth (1/4) of the total

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PAGE: 940.6 (2 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: Dec. 13, 1991

Section: 940.6 Student fee deferment

Issued: Oct. 9, 1992

Approved: *E. Wheat*

assessed must be applied. Available financial aid beyond the one-fourth (1/4) may be applied against the fees to be deferred subject to the policies of the individual campuses.

3. In order to accommodate the late receipt of pending financial assistance, a unit, on a case-by-case basis, may adjust the minimum amount to be paid at the time the student enrolls or the repayment terms specified above.

4. An administrative charge shall be levied in the amount of \$30.00 per semester for each approved deferred installment.

5. Student fee deferrals will be granted on a semester basis. All regular fees and charges for the current semester, including board and room, assessed at the time of scheduled fee payment may be included in the deferral.

6. Failure to make deferred payments in accordance with the scheduled repayment plan may be cause for cancellation of a student's enrollment with no refund of amounts previously collected. Students may be determined ineligible for a deferment the following semester.

7. In case of default or delinquency in the repayment of all or any part of a scheduled installment a late charge of \$15.00 shall be assessed against each late installment. The student will assume liability for any subsequent collection costs incurred by the institution or the state.

8. The administrative charge or late payment charge may be waived by the institution for extenuating circumstances.

9. Each unit shall develop written procedures defining eligibility criteria and administrative procedures necessary to implement this policy.

History:

Item 224-004, September 11, 1972; Item 3-004-R1273, December 10, 1973 as revised January 7, 1980, July 30, 1982, May 7, 1991, and December 13, 1991.

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PAGE: 940.7 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 23, 1992

Section: 940.7 Fee Refund Schedule;
Montana University System

Issued: Mar. 22, 1993

Approved: *E. West*

Board policy:

Unless otherwise required by the Higher Education Act of 1965 as amended, refunds of fees in the event of withdrawal from school are authorized according to the following procedures. The registration fee is non-refundable.

Procedures:

1. 90% of all remaining fees will be refunded to the end of the 5th classroom day following the close of regular registration.
2. 75% of all remaining fees will be refunded to the end of the 10th classroom day following the close of regular registration.
3. 50% of all remaining fees will be refunded to the end of the 15th classroom day following the close of regular registration.
4. No refunds will be made after the 15th day of classes.
5. Drop/adds will be computed in accordance with regular institutional fee schedules. There will be no refunds for drops after 15 days of instruction.

History:

Item 224-003, September 11, 1972; Item 3-002-R1273, Dec. 10, 1973 as revised October 23, 1992.

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PAGE: 940.8 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: June 7, 1993

Section: 940.8 Student Activity Fees;
Montana University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Attorney General opinion:

"Mandatory university system student fees are public funds and must be expended for a public purpose determined in the first instance by the Montana board of regents." Opinion #74, March 20, 1974.

Board policy:

1. Student activity fees at units of the Montana University System, as established by prior action of the Board of Regents, shall not be considered as earmarked funds in Board policy. It is intended that budget allocations shall be established by officers of the respective student government associations pursuant to the Associated Students Constitution of the units as approved by the presidents of said units. No impairment of existing contractual obligations shall occur. Unit presidents shall establish administrative policies and copies shall be filed in the Office of the Commissioner of Higher Education.

2. Students enrolled in the Law School are exempted from paying the regular student activity fee. Such students shall, however, pay the Law School activity fee as provided by Item 210-108, April 14, 1969.

History:

Item 210-108, April 14, 1969, Item 214-001, April 13, 1970; amended by Item 3-003-R1273, December 10, 1973; Item 15-003-R0277, February 14 1977; April 12, 1977; Item 19-101-R1277, (Revised) December 12, 1977 as amended June 7, 1993.

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PAGE: 940.9.1 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 9, 1999

Section: 940.9.1

Use of Plant Funds, Including
Student Building Fee Reserves,
for Projects under \$75,000;
Montana University System

Issued: July 23, 1999

Approved: *E. Dale*

Board policy:

1. The president of any unit of the Montana University System may expend plant funds up to \$75,000, including student building fee reserves, to plan, construct, renovate, equip, maintain or improve any campus buildings or facilities.

2. A summary report of such expenditures authorized in any fiscal year shall be reported to the Commissioner of Higher Education by October 15th of the next fiscal year.

History:

Item 19-004-R0178, Use of Plant Funds, including Student Building Fee Reserves, for projects less than \$10,000, Montana University System, January 16, 1978, as revised November 11, 1993 and July 9, 1999

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PAGE: 940.9.2 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 9, 1999

Section: 940.9.2

Use of Plant Funds, Including
Student Building Fee Reserves,
for Projects over \$75,000;
Montana University System

Issued: July 23, 1999

Approved: *E. Dale*

Board Policy:

1. The president of any unit of the Montana University System may expend plant funds, including student building fee reserves for projects over \$75,000, in accordance with the following procedures.

Procedures:

1. Such expenditures may be used to plan, construct, renovate, equip, maintain or improve any campus buildings or facilities.

2. Expenditure requests between \$75,000 and \$150,000 for any project shall be submitted to the Commissioner for approval. Expenditure requests in excess of \$150,000 for any project shall be submitted to the Commissioner of Higher Education for approval by the Board of Regents.

3. When requests for expenditures in excess of \$75,000 have been approved, they shall be submitted to the Director of the Department of Administration.

4. Any proposed expenditure of student building fee reserves shall be consistent with appropriate laws and indentures.

History:

Item 211-002, July 14, 1969 (rescinded); Item 223-001, July 10, 1972 (rescinded); Item 2-016-R1073, Use of Plant Funds, including Student Building Fee Reserves for projects over \$10,000, Montana University System, October 19, 1973 as revised January 16, 1978, November 11, 1993, and July 9, 1999.

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PAGE: 940.9.3 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Jan. 16, 1978

Section: 940.9.3 Building Fees; Use of

Issued: January 30, 1978

Approved: *B.C. Dumban*

Board Policy:

1. When a construction project to be financed by the use of any new or existing building fee payable by students is planned to be in excess of \$200,000, an election or survey of student opinion shall be conducted by the duly constituted student government organization on the proposition. The determination of which means of ascertaining student views is to be used shall be made by the campus administration in consultation with the student government.

2. Before any existing building fee payable by students is increased, a similar election or survey shall be held and report made.

Procedures:

1. All affected students shall be afforded the opportunity to be polled on the proposition.

2. The president of a unit shall report the result of the election or survey to the Commissioner of Higher Education who shall apprise the Board of Regents of it to assist the Board in making its decision regarding the establishment of a new fee or major construction.

History:

Item 214-002, April 13, 1970 (rescinded); Item 3-007-R1273, Policy on Building Fees, Montana University System (Revised), December 10, 1973 as amended January 16, 1978.

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PAGE: 940.10 (1 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: Sept. 15, 1992

Section: 940.10 Continuing education
fees

Issued: Mar. 22, 1993

Approved: *E. Wheat*

Board policy:

1. Credit programs:

a. The units of Montana University System are authorized to charge a continuing education fee of \$70.00 per semester credit hour minimum. A higher enrollment fee may be charged when variations occur.

b. Authorization is also granted for a \$70.00 per course charge for each participant desiring academic credit in a fully-sponsored continuing education course.

c. When a seminar or institute is offered every attempt should be made to have fees paid by a sponsoring agency. When such agency pays the cost of the programs and refuses to pay fees in addition, such fees may be waived.

d. Auditors and listeners shall pay the full fee.

2. Non-credit programs:

a. Each CEU course participant shall be charged a fee based on the costs. Auditors shall pay full charges.

b. Other non-credit enrollment fees shall be based on cost.

Definitions:

A fully sponsored credit program is an activity for which registrants, except those participants desiring academic credit, pay no fees. In fully sponsored programs, a third party either directly pays all instructional costs or contracts with a continuing education office for the instructional costs of a program. Programs made possible by grants that cover all instructional costs may be designated sponsored programs.

A partially sponsored credit program is an activity for which a third party pays a sum to a unit sufficient to permit a program to be offered with either fewer than the number required to be

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Approved: *E. Wheat*

self-supporting or at a lower price to the registrant. A partially sponsored credit program is in effect a self-supported program in which the participant's payment plus the third party's contribution at least equals the fee per credit hour set by the Board of Regents.

Cross reference:

See Fee Waiver Policy 940.13 for non-applicability to self-supporting programs.

History:

Item 2-007-R0973, December 10, 1973, as amended July 11, 1977, March 10, 1980, Oct. 30, 1981, May 21, 1982, Dec. 14, 1984, July 24, 1987, and September 15, 1992.

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PAGE: 940.11 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: June 21, 1985

Section: 940.11 Motor vehicle registration
fees

Issued: July 15, 1985

Approved: *P. C. Durbin*

Statutory authority:

See 20-25-312 M. C. A.

Board policy:

The presidents of the units of Montana University System are authorized to charge a motor vehicle registration fee or vehicle parking fee, or both, subject to the following procedure.

Procedures:

1. The president shall submit to the Board of Regents a request to establish or increase such a fee. The president shall include with the request a description of the procedure by which the campus student governance organization, the faculty and staff were consulted.

2. The Commissioner, on behalf of the Board, will notify the governing board of the campus student body of the proposed fee, and invite comment on the proposal.

3. Thereafter, the Board may reject, adopt or modify the proposed fee, provided that any fee so established shall remain in effect until modified or rescinded by the Board.

2. The monies received from the fee will be used for the development and improvement of parking lots and to strengthen the campus traffic control.

Cross Reference:

See Section 1002.1 also.

History:

Item 197-005, July 12, 1966; Item 2-009-R1073, October 19, 1973 as revised June 21, 1985; Board of Regents Minutes, December 12, 1978.

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PAGE: 940.12.1 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Dec. 10, 1973

Section: 940.12.1 Annual fee inventory -
Montana University System

Issued: May 9, 1977

Approved: *P.C. Dunham*

Board policy:

1. An annual inventory and validation of miscellaneous fees and charges for the units of the Montana University System shall be submitted as a part of the annual operating budget presentations.

2. Annual consolidated schedules of per credit hour fee charges for units of the Montana University System shall be submitted as a part of the annual operating budget presentations.

History:

Item 226-005, May 21, 1973; Item 3-006-R1273, December 10, 1973;
Item 226-004, May 21, 1973; Item 3-005-R1273, December 10, 1973.

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SUBJECT: FINANCIAL AFFAIRS

Effective: May 21, 1998

Section: 940.13

Fee Waivers; Montana
University System

Issued: June 5, 1998

Approved: *E. Dale*

Board policy:

1. The units of the Montana University System are authorized to waive fees in accordance with this policy.
2. The Commissioner of Higher Education is responsible for the general administration of this policy.
3. The objectives of this policy are to:
 - a. assure a uniform and equitable administration of fee waiver policies for students at the units of the Montana University System,
 - b. increase accessibility to public higher education for citizens who would not be able to matriculate or to continue an educational program without financial assistance,
 - c. recognize meritorious achievement or service, whether academic or through exceptional accomplishment, by students in the Montana University System,
 - d. maintain fiscal responsibility by insuring that other sources of financial assistance are explored and utilized prior to waiver of fees which reduces funds for the operation of the Montana University System, and
 - e. ensure that the allocation of fee waivers is made in accordance with federal law, specifically Title IX of the Higher Education Amendments of 1972.
4. Continuing Education programs. No fee waivers will be granted for any course or program which is supported solely by fees generated. A regularly enrolled student who has received a fee waiver and who chooses to enroll in a self-supporting course will be required to pay the normal fees for the self-supporting course.
5. Building fees. No building fees may be waived.
6. Summer session. Any category of fee waivers granted to students during summer session shall be included in computations of each unit's allowable limit. Summer semester is considered the first semester of the fiscal year.
7. Allocation
 - a. All fee waivers, except Honor Scholarships for National Merit Scholarship semi-finalists, High School Honor Scholarships, Community College Honor Scholarships, fee waivers for faculty and staff, graduate teaching assistants and graduate research assistants, and athletic grants-in-aid shall include financial need as a criterion whenever possible.

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b. Institutions may authorize fee waivers on the basis of superior academic achievement, service to the institution or meritorious accomplishment.

8. Recruiting. No representative of a unit of the Montana University System shall offer, or imply an offer, of a fee waiver as an inducement to any person currently enrolled at another unit of the Montana University System to enroll as an undergraduate student.

9. Miscellaneous waivers. Additional miscellaneous waivers which may be appropriate for individual units shall be submitted to the Board of Regents for approval through the Commissioner of Higher Education.

Procedures:

1. Authorizing official. The Financial Aid Director at each unit shall be the official authorized to award financial assistance, including fee waivers and scholarships, to any student.

No notice or authorization of financial assistance including fee waivers and scholarships shall be communicated to a student except by authorization from the Financial Aid Officer.

2. Reporting and review

a. Each unit of the Montana University System will report annually to the Commissioner of Higher Education concerning fee waivers on forms provided.

b. The President of each unit, with the assistance of the Financial Aid Director, shall annually review financial aid practices to insure that waivers are allocated in accordance with applicable policy.

c. The administration of this policy will be reviewed periodically by the Commissioner of Higher Education to insure that no inequities, misinterpretations or misapplications have occurred and to assist in alleviating any problems.

3. Continued eligibility for fee waiver

a. Undergraduate students are eligible for continued fee waivers, unless otherwise limited, provided reasonable academic progress is maintained in accordance with the school's satisfactory progress policy generally used in administering federal financial aid. The satisfactory progress shall include the following criteria:

(1) A minimum grade point average.

(2) A maximum number of terms of eligibility not to exceed 12 semesters. An appropriate allowance will be made for those students who have been enrolled as a

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part-time student or in a recognized program of more than four years at some point in their academic career.

(3) An appropriate probationary period.

(4) A campus appeals policy.

b. The Graduate Dean at each institution will recommend the continued eligibility of graduate students for fee waivers on the basis of criteria established in cooperation with the Financial Aid Director.

c. The above policy does not apply to senior citizens and faculty and staff fee waivers.

4. Waivers. Units of the Montana University System may grant the following waivers subject to specified conditions. Institutions are not required, nor encouraged, to allocate the maximum number or value of fee waivers for undergraduate registration and incidental fee waivers, undergraduate out-of-state fee waivers, graduate incidental, registration and out-of-state fee waivers and athletic grants-in-aid.

a. Undergraduate Registration and Incidental fees. Registration and incidental fees may be waived for undergraduate students not to exceed 6% of the unit's total fall term FTE enrollment for the preceding year, exclusive of all other waivers.

b. Out-of-State Fee Waivers. Campuses may waive registration, incidental and out-of-state fees for out-of-state students not to exceed 2% of the previous year's full time equivalent enrollment. The 2% limit shall apply to all undergraduate, graduate and athletic fee waivers.

c. Graduate Incidental and Registration Fees. Incidental and registration fees (where applicable), exclusive of building fees, may be waived for graduate students; however, the number of waivers shall not exceed 4% of the total fall term FTE of the preceding academic year.

Out-of-state waivers may be given in whole or in part to any number of students so long as the total dollar value does not exceed the dollar equivalent of the maximum authorized waivers. The dollar value of waivable fees shall be based upon the fees for a normal credit load (15 credits).

Limitations on numbers of students in subsections 4(a), 4(b) and 4(c) above shall not apply to students from other states who enroll under provisions of any WICHE or WWAMI sponsored state reciprocal agreements which provide for the payment, where required, of the student support fee by the reciprocal state, or to student exchange programs which the Commissioner of Higher Education may designate under the WICHE Fellows or Scholars programs.

d. Indian Student Fee Waiver. Registration and incidental fees shall be waived for

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any person of one-fourth (1/4) Indian blood or more. Such person must have been a bona fide resident of the State of Montana for at least one year prior to enrollment in the Montana University System and must demonstrate financial need. Each unit shall make rules governing the selection of these Indian students.

e. Honorably Discharged Veteran Fee Waiver. Registration and incidental fees shall be waived for all honorably discharged persons who served with the United States forces in any of its wars and who are bona fide residents of the State of Montana for fee and tuition purposes. This waiver shall not apply to persons who qualify for education stipends or other veterans' educational benefits under federal law or regulation and shall apply only to those who have at some time qualified for benefits but whose benefits have expired or been exhausted. Participants in the Veterans Educational Assistance Program (VEAP) or any similar contributory program who withdraw any portion of their contribution before the expiration date for their benefits are not eligible for the waiver.

i. Veterans serving in the armed forces subsequent to the conflict in Vietnam are eligible for a fee waiver if the following conditions are met, in addition to the requirements of paragraph i and other eligibility conditions applicable to all fee waivers.

1. (a) The veteran has been awarded an Armed Forces Expeditionary Medal for service in Lebanon, Grenada or Panama, or
(b) The veteran served in a combat theater in the Persian Gulf between August 2, 1990 and April 11, 1991 and received the Southwest Asia Service Medal.
2. The veteran is pursuing his or her initial undergraduate degree.

f. War Orphans Fee Waiver. Undergraduate registration and incidental fees shall be waived, with the approval of the Commissioner of Higher Education, for the children aged 25 and under of members of the armed forces of the United States who served on active duty during World War II, the Korean or Vietnam conflicts. Such members of the armed forces must have had legal residence in the state at the time of entry into service and must have been killed in action or died as a result of combat related injury, disease, or other disability while in the service.

g. Dependents of Prisoners of War Fee Waivers. Registration and incidental fees shall be waived, with the approval of the Commissioner of Higher Education, for the spouse and children of any resident of Montana who meets either of the following tests:

- (1) while serving in the armed forces of the United States is declared by the Secretary of Defense to be a prisoner of war or missing or captured in connection with the conflict in Southeast Asia after January 1, 1961; or
- (2) while serving the United States in a civilian capacity is declared by the Secretary of State of the United States to be missing or captured in connection with the

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conflict in Southeast Asia after January 1, 1961.

Eligibility for this waiver shall continue until completion of the bachelor's degree or certification of completion as long as the person meets the requirements of Section 3, "Continued eligibility for fee waiver."

No eligible person shall be disqualified by either the return of the prisoner of war or person missing in action or his reported death.

h. Montana Senior Citizen Fee Waiver. Incidental and registration fees shall be waived for students classified as in-state residents for fee purposes who are at least sixty-two years of age.

i. Custodial Student Fee Waiver. Registration and incidental fees shall be waived, with the approval of the Commissioner of Higher Education, for residents of the Mountain View School at Helena, the Pine Hills School at Miles City or other similar facilities. The same benefit shall be granted to students from similar private, non-sectarian charitable institutions located in Montana.

Such persons shall have completed high school and shall be recommended by the Department of Institutions or the administration of the private institutions, as appropriate.

j. Surviving Dependents of Montana Firefighters/Peace Officers Waiver. Registration and incidental fees shall be waived for the surviving spouse or child of any Montana firefighter or peace officer killed in the course and scope of employment. This waiver shall not apply to the extent that any such person is eligible for educational benefits from any governmental or private benefit program that provides comparable benefits.

k. Surviving Dependents of Montana National Guard Member Waiver. Registration and incidental fees shall be waived for the surviving spouse or child of any Montana National Guard member killed as a result of injury, disease, or other disability incurred in the line of duty while serving on state active duty. This waiver shall not apply to the extent that any such person is eligible for educational benefits from any governmental or private benefit program that provides comparable benefits.

l. Faculty and Staff Fee Waiver. Incidental fees may be waived for permanent University System employees who are employed at least 3/4 time during the entire period of enrollment. Permanent employees employed at least 3/4 time for the entire academic year who are reemployed for the following academic year are eligible for a fee waiver during the intervening summer term. Each unit may at its discretion also waive other fees, but in no case may registration and building fees be waived. Each unit may adopt regulations to limit the amount of credit an employee or staff member may register for and to control the times at which courses may be taken.

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Effective: May 21, 1998

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Approved: *E. Dale*

m. Foreign Refugee Fee Waiver. Effective November 9, 1990, registration, incidental, and out-of-state fees shall be waived for students registered with the United Nations High Commissioner of Refugees for attendance at any of the units of the Montana University System, provided the student has firm assurance that the remaining costs of his or her education will be provided from some source outside the University System. Each campus shall notify the Commissioner of Higher Education of its intent to grant such a waiver and the Commissioner shall approve such waivers for up to six incoming students each year, systemwide, and each recipient shall be eligible for such waiver for up to four years of study. Such waivers shall be included within the limits established in sections 4(a), 4(b) and 4(c) of this policy. The authority of the Commissioner of Higher Education to approve these waivers expires at the end of the academic year 2000–2001, but any prior recipients shall continue to be eligible for the waiver for the full four years noted above.

n. Athletic Fee Waiver. Registration, incidental, and out-of-state fees (where applicable), exclusive of building fees, may be waived for certain athletes. The number of full athletic fee waivers shall not exceed the total number of Full Grants Equivalent authorized by the National Collegiate Athletic Association, National Association of Intercollegiate Athletics, or appropriate affiliated conferences for officially sanctioned or recognized intercollegiate sports.

A unit may elect to award partial athletic fee waivers. The total funds awarded in partial athletic fee waivers shall not exceed the dollar value of the allowable partial fee waiver equivalent (PFWE), defined as the number of Full Grants Equivalent (FGE's) minus the number of full fee waivers granted. The dollar value of the PFWE is computed as follows: the dollar value of the registration and incidental fees is multiplied by PFWE. To this is added the dollar value of the out-of-state fee times PFWE times the ratio of the number of out-of-state students receiving partial athletic fee waivers.

The waivers permitted by this section are in addition to any other waivers authorized by this policy other than out-of-state fee waivers as set out in subsection (b) above and shall not be included in computing limitations on the maximum allowable value of waivers of incidental and registration fees for undergraduates.

o. Late Registration Fee Waiver. The late registration fee charged students enrolling after the regular registration period may be waived for good cause.

p. Undergraduate Special Program Fees. Fees charged to undergraduate students on the basis of enrollment in a particular program or curriculum may be waived in a number not to exceed 6% of the students who actually paid that fee during the preceding fiscal year. This waiver does not apply to prepaid deposits or to fees charged for enrollment in a particular course.

q. Graduate Special Program Fees. Fees charged to graduate students on the basis of enrollment in a particular program or curriculum may be waived in a number not to

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Issued: June 5, 1998

Approved: *E. Dale*

exceed 4% of the students who actually paid that fee during the preceding fiscal year. This waiver does not apply to prepaid deposits or to fees charged for enrollment in a particular course.

5. The Board of Regents will grant the following waivers to be used at units of the Montana University System subject to specified conditions:

a. High School Honor Scholarships. Registration and incidental fees will be waived at any Montana University System unit or Dawson, Flathead Valley, and Miles community colleges for a recipient of a High School Honor Scholarship.¹ The scholarship must be utilized within nine months after high school graduation. The waiver will be valid through the completion of the first academic year (2 semesters) of enrollment, exclusive of any credit earned prior to high school graduation. Eligibility will continue for no more than three years after the date of issuance of the scholarship provided satisfactory academic progress is maintained as indicated in Section 3, "Continued eligibility for fee waiver."

b. Community College Honor Scholarships. Registration and incidental fees will be waived at any Montana University System unit for a recipient of a Community College Honor Scholarship.² The holder of the scholarship must enter the Montana University System within nine months after receiving the associate degree from the college. The waiver will be valid through the completion of the first academic year (2 semesters) of enrollment, exclusive of any credits earned prior to high school graduation or community college graduation. Eligibility will continue for no more than three years after the date of issuance of the scholarship provided satisfactory academic progress is maintained in accordance with Section 3, "Continued eligibility for fee waiver."

c. Honor Scholarship for National Merit Scholarship Semi-Finalists. Incidental and registration fees shall be waived for National Merit Scholarship semi-finalists from Montana. This scholarship (fee waiver) will be valid through the first academic year (2 semesters) of enrollment exclusive of any credits earned prior to high school graduation.

¹ See Section 501.1, High School Honor Scholarship.

² See Section 501.2, Community College Honor Scholarship.

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Effective: May 21, 1998

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Approved: *E. Dale*

The holder of the scholarship must enter one of the Montana University System units within nine months after high school graduation. A satisfactory standard of scholarship must be maintained as prescribed in Section 3, "Continued eligibility for fee waiver." The scholarship is not transferable to another person and becomes void three years from the date of issue.³

Definitions:

1. *G.P.A.* means Grade Point Average.
2. *FTE* means full-time equivalent.

History:

Item 5-006-R0774, Policy Regarding Fee Waivers, Montana University System, as amended June 7, 1976 (Rescinded); Item 18-005-R1077, October 28, 1977, as revised January 16, 1978, April 11, 1978, January 21, 1983, January 30, 1984, November 4, 1988, June 21, 1989, April 26, 1990, July 31, 1990, November 9, 1990, March 22, 1991, July 30, 1992, November 11, 1993, July 7, 1994, November 20, 1997, and May 21, 1998.

³ Since only one fee waiver is applicable for each student and since the Honor Scholarship for National Merit Scholarship semi-finalists is not transferable, it is recommended that a recipient of this Honor Scholarship who is also a recipient of a High School Honor Scholarship, waive the right to the High School Honor Scholarship.

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SUBJECT: FINANCIAL AFFAIRS

Effective: November 2, 1979

Section: 940.13.1 Relinquishment of
course fees; fully
sponsored programs

Issued: November 20, 1979

Approved: *O.C. Dunbar*

Board policy:

1. When a program offered by a unit of the Montana University System is fully sponsored and the sponsoring agency pays for the overhead costs in addition to the direct costs, such fees may be relinquished.
2. Any credit hours generated by such a program shall be considered restricted credit hours.

Cross Reference:

See Section 940.10 relating to Continuing Education programs.

History:

Item 25-004-R1179, Relinquishment of Course Fees for Fully-Sponsored Programs, Montana University System, November 2, 1979.

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PAGE: 940.14 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: April 13, 1953

Section: 940.14 Residence hall rates;
room, board

Issued: May 9, 1977

Approved: *P.C. Thurman*

Board policy:

The presidents of the University system units are authorized, from time to time as may be necessary under debt agreements pertaining thereto, to raise or lower residence hall rates for room, board, or both within a range of 10% in any one year with the concurrence of the Commissioner of Higher Education.

History:

Item 14616, April 13, 1953;
Item 4-001-R0474, April 8, 1974.

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PAGE: 940.15 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 25, 1990

Section: 940.15 Returned check fee

Issued: Dec. 26, 1990

Approved: *P.D. Brady*

Board policy:

1. Each unit of the Montana University System is authorized to charge a fee of \$15.00 for each check which is returned by a bank for insufficient funds.

History:

Item 25-003-R0979, Returned Check Fee, Montana University System;
Non-resident Summer Session Fee, Montana University System, September 10,
1979, July 30, 1982, and October 25, 1990.

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PAGE: 940.16 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 25, 1990

Section: 940.16 Non-resident
summer session fee

Issued: Dec. 26, 1990

Approved: *P. D. Brooks*

Board policy:

1. Non-resident students shall be charged a uniform summer session fee of \$30 per quarter credit hour (\$45 per semester credit hour).

History:

Item 25-003-R0979, Returned Check Fee, Montana University System; Non-resident Summer Session Fee, Montana University System, September 10, 1979; as amended October 25, 1990.

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Policy and Procedures Manual

PAGE: 940.17.1 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: June 21, 1991

Section: 940.17.1 Educational service
fee; MPA Program
(Helena)

Issued: Oct. 9, 1992

Approved: *E. Wheat*

Board policy:

An educational service fee is authorized in the amount of \$45.00 per semester credit hour for the Helena-based Master of Public Administration (MPA) program. The educational service fee is in addition to the regular tuition and miscellaneous fees normally charged to a student.

History:

Item 25-008-R1179, Educational service fee, Joint MPA Program (Helena), November 2, 1979 and Item 40-201-R0783, July 29, 1983; Item 71-001-R0691, Inventory and Validation of Fees, June 21, 1991.

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PAGE: 940.17.2 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Mar. 22, 1991

Section: 940.17.2 Educational service fee;
Great Falls Higher
Education Center

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

An educational service fee is authorized in the amount of \$25.00 per credit hour for courses offered at the Great Falls Higher Education Center. The educational service fee is in addition to the regular tuition and miscellaneous fees normally charged to a student.

Cross reference:

See Section 220, Higher Education Centers

History:

Item 28-807-R0980, Educational service fee, Malmstrom Higher Education Center, September 8, 1980; Item 69-001-R0990, Inventory and Validation of Fees, Montana University System, September 13, 1990; Item 70-801-R0191, Authorization to change the name of the Higher Education Center at Malmstrom Air Force Base to the "Higher Education Center at Great Falls," March 22, 1991.

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PAGE: 940.18 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: January 7, 1980

Section: 940.18 Course audit fee; matriculated
students, Montana University
System

Issued: January 25, 1980

Approved: *P.C. Durbin*

Board policy:

1. Each president is authorized to assess a course audit fee to all regularly enrolled students who elect to take a course for no credit. The student will pay the normal per-credit-hour fee.
2. The revenue from course audit fees shall be deposited in current operating account.
3. Students enrolled as auditors shall be accounted for in accordance with the Registrar's Manual for Reporting Enrollment Data.

History:

Item 26-004-R0180, Course audit fee, matriculated students; Montana University System. January 7, 1980.

MONTANA UNIVERSITY SYSTEM
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PAGE: 940.19 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: January 7, 1980

Section: 940.19 Listener fee, non-matriculated
students, Montana University
System

Issued: January 25, 1980

Approved: *G.C. Dunbar*

Board policy:

1. Each president is authorized to assess a listener fee of up to \$10.00 per quarter credit hour for course attendance by individuals not regularly enrolled at the institution.

2. The non-matriculated listener will not have to pay the admission or registration fees.

3. The revenue derived from listener fees shall be deposited in the current operating account.

4. Listeners shall be accounted for in accordance with the Registrar's Manual for Reporting Enrollment Data.

History:

Item 26-005-R0180, Listener fee, non-matriculated students, Montana University System, January 7, 1980.

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PAGE: 940.20 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Dec. 12, 1986

Section: 940.20 Remedial instruction fee

Issued: March 1, 1987

Approved: *P.C. Durkin*

Board policy:

1. Students enrolling in remedial courses shall be charged the normal fees. In addition, beginning Fall 1989, a surcharge shall be paid.
2. Remedial course credits shall be accounted for in accordance with the Registrar's Manual for Reporting Enrollment Data.
3. Fee revenue shall be deposited in the current operating account.

Definition:

Remedial courses may be identified by a course number beginning with zero.

History:

Item 26-006-R0180, Remedial instruction fee, Montana University System, January 7, 1980; Board of Regents minutes, Dec. 12, 1986.

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MONTANA UNIVERSITY SYSTEM
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PAGE: 940.21 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: January 7, 1980

Section: 940.21 Withholding registration,
transcripts, and diplomas
from students owing debts

Issued: January 25, 1980

Approved: *P.C. Durbin*

Board policy:

1. Each president is authorized to refuse to register a student who has an overdue debt owing to the institution.
2. Transcripts and diplomas may be withheld from any student who owes regular fees and charges (including room and board).
3. The president is also authorized to refuse to register a student who has an overdue debt owing to any campus of the Montana University System. The president must have written confirmation from the business office of the campus where the obligation is owing prior to refusing to register the student.

History:

Item 26-008-R0180, Authorization to withhold registration, transcripts and diplomas from students owing debts, Montana University System, January 7, 1980.

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PAGE: 940.22 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 29, 1982

Section: 940.22 Room reserve deposit
and refund schedule

Issued: Nov. 10, 1982

Approved: *B. C. Dunbar*

Board Policy:

1. Presidents may establish room reserve deposits according to the following procedures:

Procedures:

1. Room deposits may not exceed \$100.00.

2. The entire deposit must be applied against the required room and board charges when the student registers.

3. Room deposits must be refunded as follows:

A. Quarter-System Campuses:

(1) 100% if the student cancels the reservation in writing by August 15.

(2) 50% if the student cancels the reservation in writing by September 10.

(3) No refund will be paid for notices received after September 10.

B. Semester-System Campuses:

(1) 100% if the student cancels the reservation in writing by July 15.

(2) 50% if the student cancels the reservation in writing by August 15.

(3) No refund will be paid for notices received after August 15.

4. Deposits will be retained in the auxiliary accounts.

History:

Item 26-009-R0180, Room reserve deposit and refund schedule, Montana University System, January 7, 1980, as revised October 29, 1982.

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PAGE: 940.23 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: May 22, 1997

Section: 940.23

Computer Fee; Montana
University System

Issued: Oct. 17, 1997

Approved: *E. Dale*

Board policy:

1. Each student enrolled in the regular instructional program (including summer session) at a unit of the Montana University System may be assessed a per semester credit hour computer fee consistent with the number of credits assessed for registration and incidental fees. The amount of the fee must be approved by the Board of Regents as part of the annual inventory of fees for each unit.

2. The computer fee shall be deposited in a separate Plant Fund account and may be expended in accordance with the following procedures.

Procedures:

1. Expenditures shall be made for the purchase or lease of computer equipment, software, maintenance or related items which will benefit the instructional program. Expenditures may not be made for recurring personal services.

2. The president of a unit may authorize expenditures from such funds up to \$10,000.

3. Expenditures between \$10,000 and \$25,000 may be authorized by the unit president with the approval of the Commissioner of Higher Education.

4. Expenditures over \$25,000 shall be approved by the Board of Regents.

5. 10% of all collections shall be reserved on campus for system-wide projects for the benefit of all units; provided, however, that these reserved funds may be utilized for unit projects with the approval of the Commissioner of Higher Education. The funds may be released by the Commissioner to the individual campuses upon yearly review.

6. Each president shall establish procedures which include a computer fee advisory committee made up of a minimum of 50% students to provide for student advice in the use of these funds.

7. A report on the use of the computer fee shall be submitted annually to the Board of Regents.

History:

Item 39-001-R0683, Computer Fee, Montana University System, July 29, 1983 as amended May 3, 1985, June 21, 1991, March 28, 1996, and May 22, 1997.

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PAGE: 940.24 (1 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 1, 1989

Section: 940.24 Collection and Remittance of
Fees for Student, Non-profit
Non-partisan organization;
University of Montana

Issued: May 15, 1989

Approved: *P.P. Brath*

Board policy:

1. The Associated Students of the University of Montana is authorized to collect a special and voluntary fee of any amount up to, but not exceeding, \$2 per quarter or \$3 per semester, on behalf of Montana Public Interest Research Group; and to remit the proceeds thereof to that corporation under the following terms and conditions.

Procedures:

1. The corporation must be a Montana non-profit and non-partisan corporation run solely by University of Montana students.

2. The articles of incorporation and by-laws of the corporation shall assure that the procedures and activities of the corporation are democratically controlled by Montana college students of the University of Montana, and shall clearly limit the corporate activities to those activities which advance the general welfare of students consistent with the overall educational mission of the University of Montana.

3. The fee be collected incidental to the regular registration process and that it be made clearly known to each student that it is a voluntary fee.

4. The fee collection process be initiated only after it has been clearly demonstrated that there is general and substantial support for the corporation among the students of the University of Montana.

5. An assessment of collection and disbursement costs of up to 3.5% of all funds collected shall be deducted prior to remittance to the corporation of the balance of the fees collected.

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PAGE: 940.24 (2 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 1, 1989

Section: 940.24 Collection and Remittance of
Fees for Student, Non-profit
Non-partisan organization;
University of Montana

Issued: May 15, 1989

Approved: *P.D. Brooks*

Procedures: (Continued)

6. The agreement between ASUM and MontPIRG entered into pursuant to the authority of this policy shall be for a period of two years. This agreement shall be renewed by:

- a. the majority vote of the students voting on continuation of the MontPIRG voluntary student fee in a referendum to be held either as a part of winter term registration or to coincide with ASUM spring elections and with voting to continue until at least 25 percent of the student body votes; or by,
- b. a majority of the U of M student body signing a petition in support of continuing the MontPIRG voluntary student fee.

Definitions:

Voluntary Fee: For purposes of this policy a voluntary fee is one that is assessed only when a student makes a positive designation that the student wishes to pay the fee.

History:

Item 34-104-R1281, Collection and Remittance of Fees for Student Non-profit, Non-partisan organization, University of Montana, December 11, 1981 as revised April 16, 1982, April 18, 1984, March 22, 1985, April 28, 1987, December 11, 1987, and March 16, 1989.

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PAGE: 940.25 (1 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 1, 1997

Section: 940.25 Rural Physician Incentive
Program; Office of
Commissioner of Higher
Education

Issued: Oct. 17, 1997

Approved: *E. Hale*

Board policy:

1. Rural physician incentive trust fund. There is a rural physician incentive expendable trust fund in the state treasury. Money is payable into the fund as provided in (2). Income and earnings on the fund must be redeposited in the fund.

2. Fee assessments – deposits. The Board of Regents will assess a fee to students enrolling in a professional school on or after July 1, 1992, preparing to be physicians in the fields of medicine or osteopathic medicine who are supported by the state pursuant to an interstate compact for a professional education program in those fields, as those fields are defined by the compact. The fee will be an amount equal to 8% of the annual individual medicine support fee paid by the state pursuant to 20-25-804, MCA. The fee must be assessed by the Board of Regents and deposited in the rural physician incentive trust fund established in (1).

3. Use of rural physician incentive trust fund.

(i) The rural physician incentive trust fund is statutorily appropriated, as provided in 17-7-502, MCA, to the Board of Regents of Higher Education to be used to pay:

(a) the educational debts of rural physicians who practice in medically underserved areas of the state that demonstrate a need for assistance in physician recruitment; and

(b) the expenses of administering the rural physician incentive program. The expenses of administering the program may not exceed 10% of the annual fees assessed pursuant to (2).

(ii) The Regents shall determine the areas of the state that qualify for assistance. An eligible area must demonstrate that a physician shortage exists or that the area has been unsuccessful in recruiting physicians by other mechanisms.

(a) The Commissioner of Higher Education shall appoint an advisory committee to establish criteria and to determine the areas of the state that qualify for assistance in physician recruitment. In addition to the appropriate office professional staff the advisory committee shall include a representative from the Montana Medical Association, the Montana Hospital Association and the Director of the WAMI program at Montana State University.

(iii) A physician from an area determined to be eligible under (ii) may apply to the Board of Regents for payment of an educational debt directly related to a professional school, as provided in (iv). Physicians who have paid the fee authorized in (2) must be given a preference over other applicants. To receive the educational debt payments, the physician shall sign an annual contract with the Board of Regents. The contract must provide that the physician is liable for the payments if the physician ceases to practice in the eligible area during the contract period.

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PAGE: 940.25 (2 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 1, 1997

Section: 940.25

Rural Physician Incentive
Program; Office of
Commissioner of Higher
Education

Issued: Oct. 17, 1997

Approved: *E. Sale*

(iv) The maximum amount of educational debt payment that a rural physician may receive is \$45,000 over a 5-year period or a proportionally reduced amount for a shorter period.

(a) The Commissioner of Higher Education shall provide the contractual terms and the annual amounts of educational debt payment a physician is eligible to receive.

(b) The Commissioner of Higher Education shall submit a biennial report to the Board of Regents, summarizing the tuition proceeds and contractual commitments for debt repayment.

(v) The amount contractually committed in a year may not exceed the annual amount deposited in the rural physician incentive trust fund.

History:

Item 71-901-R0691, Rural Physician Incentive Program, June 21, 1991 as revised on July 11, 1997.

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PAGE: 940.26 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: June 21, 1991

Section: 940.26 Equipment fee;
Montana University System

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

1. Each student enrolled in the regular instructional program (including summer session) at a unit of the Montana University System shall be assessed an equipment fee of \$1 per quarter credit hour (\$1.50 per semester credit hour) consistent with the number of credits assessed for registration and incidental fees.

2. The equipment fee shall be deposited in a separate Plant Fund account and may be expended in accordance with the following procedures.

Procedures:

1. Expenditures shall be made for the purchase or lease of equipment which will provide a primary benefit to the educational program including library and other related capital acquisitions. Expenditures may be made for the purchase, lease, or maintenance of equipment.

2. The president of a unit may authorize expenditures from such funds up to \$10,000.

3. Expenditures between \$10,000 and \$25,000 may be authorized by the unit president with the approval of the Commissioner of Higher Education.

4. Expenditures over \$25,000 shall be approved by the Board of Regents.

5. Commitments for bonding or lease/purchase agreements must be approved by the Board of Regents.

6. A report on the proceeds, expenditures, and pledged commitments of the equipment fee shall be submitted annually to the Commissioner of Higher Education.

History:

Item 71-002/7002-R0691, Equipment fee, Montana University System and Vocational Technical System, June 21, 1991.

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PAGE: 940.27 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: May 3, 1993

Section: 940.27 Tuition; Montana University
System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Board Policy:

Students who have attempted a total of 170 or more semester credits at units of the Montana University System who have not yet obtained a baccalaureate degree will be charged non-resident tuition for subsequent courses attempted. Courses attempted prior to the Fall Semester of 1991, taken in high school Advanced Placement programs, transferred from out-of-state or private institutions, and those transferred from technical centers shall not contribute to the 170 credit limit.

Procedure:

The Office of the Commissioner shall implement data reporting mechanisms to enable campuses to readily identify at registration time students who have reached or exceeded the credit limit. In addition, the Office of the Commissioner shall develop, with campuses, appeals processes suitably sensitive to the needs of special student populations.

Definition:

Courses attempted means those courses for which a student has received a grade.

History:

Item 78-001-R0393, Tuition; Montana University System, May 3, 1993.

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PAGE: 940.28 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Fall 1993

Section: 940.28 Athletic Fees; Montana
University System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Board Policy:

The units of the Montana University System may assess students an athletic fee dedicated to the support of intercollegiate athletic activities only under the following conditions.

Procedures:

- A. The campus administration requests the Regents to approve a fee and indicates the amount of the proposed fee; and
- B. The results of a recent campus referendum or vote of the student governing body of the proposed fee are made known to the Board; and
- C. The Regents authorize the fee.

Applicability:

Montana State University and the University of Montana may assess students taking 7 or more credits an athletic fee of \$30.00 per semester dedicated to the support of intercollegiate athletic activities. Payment of this fee shall allow the student to be admitted to campus athletic events to the extent deemed practical by the campus administration.

History:

Item 79-003-R0693, Athletic Fee Policy (NEW), approved by the Board of Regents June 7, 1993.

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PAGE: 940.5 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 8, 1993

Section: 940.5 Transcript Fee

Issued: Sept. 28, 1994

Approved: *E. Heath*

Board policy:

Units of the Montana University System are authorized to charge a transcript fee.

Procedures:

1. Each student may receive one (1) free official transcript.
2. For every transcript request thereafter \$3.00 shall be charged per copy.

History:

Item 9-224-R0775, July 28, 1975 as amended by Item 11-207-R1275, December 15, 1975 as revised September 16, 1983.
amended by Item 80-01-R0793 (Inventory and Validation of Fees), July 8, 1993.

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SUBJECT: FINANCIAL AFFAIRS

Effective: July 7, 1994

Section: 940.13

Fee Waivers: Montana
University System

Issued: Sept. 28, 1994

Approved: *E. Likens*

Board policy:

1. The units of the Montana University System are authorized to waive fees in accordance with this policy.
2. The Commissioner of Higher Education is responsible for the general administration of this policy.
3. The objectives of this policy are to:
 - a. assure a uniform and equitable administration of fee waiver policies for students at the units of the Montana University System,
 - b. increase accessibility to public higher education for citizens who would not be able to matriculate or to continue an educational program without financial assistance,
 - c. recognize meritorious achievement or service, whether academic or through exceptional accomplishment, by students in the Montana University System,
 - d. maintain fiscal responsibility by insuring that other sources of financial assistance are explored and utilized prior to waiver of fees which reduces funds for the operation of the Montana University System, and
 - e. ensure that the allocation of fee waivers is made in accordance with federal law, specifically Title IX of the Higher Education Amendments of 1972.
4. Continuing Education programs. No fee waivers will be granted for any course or program which is supported solely by fees generated. A regularly enrolled student who has received a fee waiver and who chooses to enroll in a self-supporting course will be required to pay the normal fees for the self-supporting course.
5. Building fees. No building fees may be waived.
6. Summer session. Any category of fee waivers granted to students during summer session shall be included in computations of each unit's allowable limit. Summer semester is considered the first semester of the fiscal year.
7. Allocation
 - a. All fee waivers, except Honor Scholarships for National Merit Scholarship semi-finalists, High School Honor Scholarships, Community College Honor Scholarships, fee waivers for faculty

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Effective: July 7, 1994

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University System

Issued: Sept. 28, 1994

Approved: *E. L. Clark*

and staff, graduate teaching assistants and graduate research assistants, and athletic grants-in-aid shall include financial need as a criterion whenever possible.

b. Institutions may authorize fee waivers on the basis of superior academic achievement, service to the institution or meritorious accomplishment.

8. Recruiting. No representative of a unit of the Montana University System shall offer, or imply an offer, of a fee waiver as an inducement to any person currently enrolled at another unit of the Montana University System to enroll as an undergraduate student.

9. Miscellaneous waivers. Additional miscellaneous waivers which may be appropriate for individual units shall be submitted to the Board of Regents for approval through the Commissioner of Higher Education.

Procedures:

1. Authorizing official. The Financial Aid Director at each unit shall be the official authorized to award financial assistance, including fee waivers and scholarships, to any student.

No notice or authorization of financial assistance including fee waivers and scholarships shall be communicated to a student except by authorization from the Financial Aid Officer.

2. Reporting and review

a. Each unit of the Montana University System will report annually to the Commissioner of Higher Education concerning fee waivers on forms provided.

b. The President of each unit, with the assistance of the Financial Aid Director, shall annually review financial aid practices to insure that waivers are allocated in accordance with applicable policy.

c. The administration of this policy will be reviewed periodically by the Commissioner of Higher Education to insure that no inequities, misinterpretations or misapplications have occurred and to assist in alleviating any problems.

3. Continued eligibility for fee waiver

a. Undergraduate students are eligible for continued fee waivers, unless otherwise limited, provided reasonable academic progress is maintained in accordance with the school's satisfactory progress policy generally used in administering federal financial aid. The satisfactory progress shall include the following criteria:

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Approved: *E. L. Hunt*

(1) A minimum grade point average.

(2) A maximum number of terms of eligibility not to exceed 12 semesters. An appropriate allowance will be made for those students who have been enrolled as a part-time student or in a recognized program of more than four years at some point in their academic career.

(3) An appropriate probationary period.

(4) A campus appeals policy.

b. The Graduate Dean at each institution will recommend the continued eligibility of graduate students for fee waivers on the basis of criteria established in cooperation with the Financial Aid Director.

c. The above policy does not apply to senior citizens and faculty and staff fee waivers.

4. Waivers. Units of the Montana University System may grant the following waivers subject to specified conditions. Institutions are not required, nor encouraged, to allocate the maximum number or value of fee waivers for undergraduate registration and incidental fee waivers, undergraduate out-of-state fee waivers, graduate incidental, registration and out-of-state fee waivers and athletic grants-in-aid.

a. Undergraduate Registration and Incidental fees. Registration and incidental fees may be waived for undergraduate students not to exceed 6% of the unit's total fall term FTE enrollment for the preceding year, exclusive of all other waivers.

b. Out-of-State Fee Waivers. Campuses may waive registration, incidental and out-of-state fees for out-of-state students not to exceed 2% of the previous year's full time equivalent enrollment. The 2% limit shall apply to all undergraduate, graduate and athletic fee waivers.

c. Graduate Incidental and Registration Fees. Incidental and registration fees (where applicable), exclusive of building fees, may be waived for graduate students; however, the number of waivers shall not exceed 4% of the total fall term FTE of the preceding academic year.

Out-of-state waivers may be given in whole or in part to any number of students so long as the total dollar value does not exceed the dollar equivalent of the maximum authorized waivers. The dollar value of waivable fees shall be based upon the fees for a normal credit load (15 credits).

Limitations on numbers of students in subsections 4(a), 4(b) and 4(c) above shall not apply to students from other states who enroll under provisions of any WICHE or WAMI sponsored state reciprocal agreements which provide for the payment, where required, of the student support fee by the

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Issued: Sept. 28, 1994

Approved: *E. L. Hunt*

reciprocal state, or to student exchange programs which the Commissioner of Higher Education may designate under the WICHE Fellows or Scholars programs.

d. Indian Student Fee Waiver. Registration and incidental fees shall be waived for any person of one-fourth (1/4) Indian blood or more. Such person must have been a bona fide resident of the State of Montana for at least one year prior to enrollment in the Montana University System and must demonstrate financial need. Each unit shall make rules governing the selection of these Indian students.

e. Honorably Discharged Veteran Fee Waiver. Registration and incidental fees shall be waived for all honorably discharged persons who served with the United States forces in any of its wars and who are bona fide residents of the State of Montana for fee and tuition purposes. This waiver shall not apply to persons who qualify for education stipends or other veterans' educational benefits under federal law or regulation and shall apply only to those who have at some time qualified for benefits but whose benefits have expired or been exhausted. Participants in the Veterans Educational Assistance Program (VEAP) or any similar contributory program who withdraw any portion of their contribution before the expiration date for their benefits are not eligible for the waiver.

ii. Veterans serving in the armed forces subsequent to the conflict in Vietnam are eligible for a fee waiver if the following conditions are met, in addition to the requirements of paragraph i and other eligibility conditions applicable to all fee waivers.

1. (a) The veteran has been awarded an Armed Forces Expeditionary Medal for service in Lebanon, Grenada or Panama, or

(b) The veteran served in a combat theater in the Persian Gulf between August 2, 1990 and April 11, 1991 and received the Southwest Asia Service Medal.

2. The veteran is pursuing his or her initial undergraduate degree.

f. War Orphans Fee Waiver. Undergraduate registration and incidental fees shall be waived, with the approval of the Commissioner of Higher Education, for the children aged 25 and under of members of the armed forces of the United States who served on active duty during World War II, the Korean or Vietnam conflicts. Such members of the armed forces must have had legal residence in the state at the time of entry into service and must have been killed in action or died as a result of combat related injury, disease, or other disability while in the service. (Any person granted a fee waiver under section f. prior to its amendment in November 1993 is not ineligible by virtue of that amendment until either June 30, 1997 or until the person receives a first baccalaureate

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Issued: Sept. 28, 1994

Approved: E. L. H. 1994

degree, whichever occurs first.¹⁾

g. Dependents of Prisoners of War Fee Waivers. Registration and incidental fees shall be waived, with the approval of the Commissioner of Higher Education, for the spouse and children of any resident of Montana who meets either of the following tests:

(1) while serving in the armed forces of the United States is declared by the Secretary of Defense to be a prisoner of war or missing or captured in connection with the conflict in Southeast Asia after January 1, 1961; or

(2) while serving the United States in a civilian capacity is declared by the Secretary of State of the United States to be missing or captured in connection with the conflict in Southeast Asia after January 1, 1961.

Eligibility for this waiver shall continue until completion of the bachelor's degree or certification of completion as long as the person meets the requirements of Section 3, "Continued eligibility for fee waiver."

No eligible person shall be disqualified by either the return of the prisoner of war or person missing in action or his reported death.

h. Montana Senior Citizen Fee Waiver. Incidental and registration fees shall be waived for students classified as in-state residents for fee purposes who are at least sixty-two years of age.

i. Custodial Student Fee Waiver. Registration and incidental fees shall be waived, with the approval of the Commissioner of Higher Education, for residents of the Mountain View School at Helena, the Pine Hills School at Miles City or other similar facilities. The same benefit shall be granted to students from similar private, non-sectarian charitable institutions located in Montana.

Such persons shall have completed high school and shall be recommended by the Department of Institutions or the administration of the private institutions, as appropriate.

j. Surviving Dependents of Montana Firefighters/Peace Officers Waiver. Registration and incidental fees shall be waived for the surviving spouse or child of any Montana firefighter or peace officer killed in the course and scope of employment. This waiver shall not apply to the extent that any such person is eligible for educational benefits from any governmental or private benefit program that provides comparable benefits.

¹ To be deleted June 30, 1997.

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SUBJECT: FINANCIAL AFFAIRS

Effective: July 7, 1994

Section: 940.13

Fee Waivers; Montana
University System

Issued: Sept. 28, 1994

Approved: *E. C. Hunt*

k. Faculty and Staff Fee Waiver. Incidental fees may be waived for permanent University System employees who are employed at least 3/4 time during the entire period of enrollment. Permanent employees employed at least 3/4 time for the entire academic year who are reemployed for the following academic year are eligible for a fee waiver during the intervening summer term. Each unit may at its discretion also waive other fees, but in no case may registration and building fees be waived. Each unit may adopt regulations to limit the amount of credit an employee or staff member may register for and to control the times at which courses may be taken.

l. Foreign Refugee Fee Waiver. Effective November 9, 1990, registration, incidental, and out-of-state fees shall be waived for students registered with the United Nations High Commissioner of Refugees for attendance at any of the units of the Montana University System, provided the student has firm assurance that the remaining costs of his or her education will be provided from some source outside the University System. Each campus shall notify the Commissioner of Higher Education of its intent to grant such a waiver and the Commissioner shall approve such waivers for up to six incoming students each year, systemwide, and each recipient shall be eligible for such waiver for up to four years of study. Such waivers shall be included within the limits established in sections 4(a), 4(b) and 4(c) of this policy. The authority of the Commissioner of Higher Education to approve these waivers expires at the end of the academic year 2000--2001, but any prior recipients shall continue to be eligible for the waiver for the full four years noted above.

m. Athletic Fee Waiver. Registration, incidental, and out-of-state fees (where applicable), exclusive of building fees, may be waived for certain athletes. The number of full athletic fee waivers shall not exceed the total number of Full Grants Equivalent authorized by the National Collegiate Athletic Association, National Association of Intercollegiate Athletics, or appropriate affiliated conferences for officially sanctioned or recognized intercollegiate sports.

A unit may elect to award partial athletic fee waivers. The total funds awarded in partial athletic fee waivers shall not exceed the dollar value of the allowable partial fee waiver equivalent (PFWE), defined as the number of Full Grants Equivalent (FGE's) minus the number of full fee waivers granted. The dollar value of the PFWE is computed as follows: the dollar value of the registration and incidental fees is multiplied by PFWE. To this is added the dollar value of the out-of-state fee times PFWE times the ratio of the number of out-of-state students receiving partial athletic fee waivers.

The waivers permitted by this section are in addition to any other waivers authorized by this policy other than out-of-state fee waivers as set out in subsection (b) above and shall not be included in computing limitations on the maximum allowable value of waivers of incidental and registration fees for undergraduates.

n. Late Registration Fee Waiver. The late registration fee charged students enrolling after the regular registration period may be waived for good cause.

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Effective: July 7, 1994

Section: 940.13

Fee Waivers; Montana
University System

Issued: Sept. 28, 1994

Approved: *E. L. Heath*

o. Undergraduate Special Program Fees. Fees charged to undergraduate students on the basis of enrollment in a particular program or curriculum may be waived in a number not to exceed 6% of the students who actually paid that fee during the preceding fiscal year. This waiver does not apply to prepaid deposits or to fees charged for enrollment in a particular course.

p. Graduate Special Program Fees. Fees charged to graduate students on the basis of enrollment in a particular program or curriculum may be waived in a number not to exceed 4% of the students who actually paid that fee during the preceding fiscal year. This waiver does not apply to prepaid deposits or to fees charged for enrollment in a particular course.

5. The Board of Regents will grant the following waivers to be used at units of the Montana University System subject to specified conditions:

a. High School Honor Scholarships. Registration and incidental fees will be waived at any Montana University System unit for a recipient of a High School Honor Scholarship.² The scholarship must be utilized within nine months after high school graduation. The waiver will be valid through the completion of the first academic year (2 semesters) of enrollment, exclusive of any credit earned prior to high school graduation. Eligibility will continue for no more than three years after the date of issuance of the scholarship provided satisfactory academic progress is maintained as indicated in Section 3, "Continued eligibility for fee waiver."

b. Community College Honor Scholarships. Registration and incidental fees will be waived at any Montana University System unit for a recipient of a Community College Honor Scholarship.³ The holder of the scholarship must enter the Montana University System within nine months after receiving the associate degree from the college. The waiver will be valid through the completion of first academic year (2 semesters) of enrollment, exclusive of any credits earned prior to high school graduation or community college graduation. Satisfactory academic progress must be maintained in accordance with Section 3, "Continued eligibility for fee waiver."

c. Honor Scholarship for National Merit Scholarship Semi-Finalists. Incidental and registration fees shall be waived for National Merit Scholarship semi-finalists from Montana. This scholarship (fee waiver) will be valid through the first academic year (2 semesters) of enrollment exclusive of any credits earned prior to high school graduation.

² See Section 501.1, High School Honor Scholarship.

³ See Section 501.2, Community College Honor Scholarship.

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University System

Issued: Sept. 28, 1994

Approved: *E. Cheat*

The holder of the scholarship must enter one of the Montana University System units within nine months after high school graduation. A satisfactory standard of scholarship must be maintained as prescribed in Section 3, "Continued eligibility for fee waiver." The scholarship is not transferable to another person and becomes void three years from the date of issue.⁴

Definitions:

1. G.P.A. means Grade Point Average.
2. FTE means full-time equivalent.

History:

Item 5-006-R0774, Policy Regarding Fee Waivers, Montana University System, as amended June 7, 1976 (Rescinded); Item 18-005-R1077, October 28, 1977, as revised January 16, 1978, April 11, 1978, January 21, 1983, January 30, 1984, November 4, 1988, June 21, 1989, April 26, 1990, July 31, 1990, November 9, 1990, March 22, 1991, July 30, 1992, November 11, 1993, and July 7, 1994.

⁴ Since only one fee waiver is applicable for each student and since the Honor Scholarship for National Merit Scholarship semi-finalists is not transferable, it is recommended that a recipient of this Honor Scholarship who is also a recipient of a High School Honor Scholarship, waive the right to the High School Honor Scholarship.

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PAGE: 940.22 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 29, 1982

Section: 940.22

Room reserve deposit
and refund schedule

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Board Policy:

1. Presidents may establish room reserve deposits according to the following procedures:

Procedures:

1. Room deposits may not exceed \$100.00.
2. The entire deposit must be applied against the required room and board charges when the student registers.
3. Room deposits must be refunded as follows:
 - a. 100% if the student cancels the reservation in writing by July 15.
 - b. 50% if the student cancels the reservation in writing by August 15.
 - c. No refund will be paid for notices received after August 15.
4. Deposits will be retained in the auxiliary accounts.

History:

Item 26-009-R0180, Room reserve deposit and refund schedule, Montana University System, January 7, 1980 as revised October 29, 1982.

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Policy and Procedures Manual

PAGE: 940.23 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: June 21, 1991

Section: 940.23

Computer Fee; Montana
University System

Issued: Sept. 28, 1994

Approved: *E. L. Hunt*

Board policy:

1. Each student enrolled in the regular instructional program (including summer session) at a unit of the Montana University System shall be assessed a computer fee of \$1.50 per semester credit hour consistent with the number of credits assessed for registration and incidental fees.

2. The computer fee shall be deposited in a separate Plant Fund account and may be expended in accordance with the following procedures.

Procedures:

1. Expenditures shall be made for the purchase or lease of computer equipment, software, maintenance or related items which will benefit the instructional program. Expenditures may not be made for recurring personal services.

2. The president of a unit may authorize expenditures from such funds up to \$10,000.

3. Expenditures between \$10,000 and \$25,000 may be authorized by the unit president with the approval of the Commissioner of Higher Education.

4. Expenditures over \$25,000 shall be approved by the Board of Regents.

5. 10% of all collections shall be reserved on campus for system-wide projects for the benefit of all units; provided, however, that these reserved funds may be utilized for unit projects with the approval of the Commissioner of Higher Education. The funds may be released by the Commissioner to the individual campuses upon yearly review.

6. Each president shall establish procedures which include a computer fee advisory committee made up of a minimum of 25% students to provide for student advice in the use of these funds.

7. A report on the use of the computer fee shall be submitted annually to the Board of Regents.

History:

Item 39-001-R0683, Computer Fee, Montana University System, July 29, 1983 as amended May 3, 1985 and June 21, 1991

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PAGE: 940.24 (1 of 2)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 1, 1989

Section: 940.24

Collection and Remittance of
Fees for Student, Non-profit
Non-partisan organization;
The University of Montana-Missoula

Issued: Sept. 28, 1994

Approved: *E. L. Hest*

Board policy:

1. The Associated Students of The University of Montana-Missoula is authorized to collect a special and voluntary fee of any amount up to, but not exceeding \$3 per semester on behalf of Montana Public Interest Research Group; and to remit the proceeds thereof to that corporation under the following terms and conditions.

Procedures:

1. The corporation must be a Montana non-profit and non-partisan corporation run solely by University of Montana-Missoula students.

2. The articles of incorporation and by-laws of the corporation shall assure that the procedures and activities of the corporation are democratically controlled by Montana college students of the University of Montana, and shall clearly limit the corporate activities to those activities which advance the general welfare of students consistent with the overall educational mission of The University of Montana-Missoula.

3. The fee be collected incidental to the regular registration process and that it be made clearly known to each student that it is a voluntary fee.

4. The fee collection process be initiated only after it has been clearly demonstrated that there is general and substantial support for the corporation among the students of The University of Montana-Missoula.

5. An assessment of collection and disbursement costs of up to 3.5% of all funds collected shall be deducted prior to remittance to the corporation of the balance of the fees collected.

6. The agreement between ASUM and MontPIRG entered into pursuant to the authority of this policy shall be for a period of two years. This agreement shall be renewed by:

a. the majority vote of the students voting on continuation of the MontPIRG voluntary student fee in a referendum to be held either as a part of winter term registration or to coincide with ASUM spring elections and with voting to continue until at least 25 percent of the student body votes; or by,

b. a majority of the U of M student body signing a petition in support of continuing the MontPIRG voluntary student fee.

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SUBJECT: FINANCIAL AFFAIRS

Effective: July 1, 1989

Section: 940.24

Collection and Remittance of
Fees for Student, Non-profit
Non-partisan organization;
The University of Montana-Missoula

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Definitions:

Voluntary Fee: For purposes of this policy a voluntary fee is one that is assessed only when a student makes a positive designation that the student wishes to pay the fee.

History:

Item 34-104-R1281, Collection and Remittance of Fees for Student Non-profit, Non-partisan organization, University of Montana, December 11, 1981 as revised April 16, 1982, April 18, 1984, March 22, 1985, April 28, 1987, December 11, 1987 and March 16, 1989.

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PAGE: 940.26 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: June 21, 1991

Section: 940.26

Equipment fee;
Montana University System

Issued: Sept. 28, 1994

Approved: *E. L. Hunt*

Board policy:

1. Each student enrolled in the regular instructional program (including summer session) at a unit of the Montana University System shall be assessed an equipment fee of \$1.50 per semester credit hour consistent with the number of credits assessed for registration and incidental fees.

2. The equipment fee shall be deposited in a separate Plant Fund account and may be expended in accordance with the following procedures.

Procedures:

1. Expenditures shall be made for the purchase or lease of equipment which will provide a primary benefit to the educational program including library and other related capital acquisitions. Expenditures may be made for the purchase, lease, or maintenance of equipment.

2. The president of a unit may authorize expenditures from such funds up to \$10,000.

3. Expenditures between \$10,000 and \$25,000 may be authorized by the unit president with the approval of the Commissioner of Higher Education.

4. Expenditures over \$25,000 shall be approved by the Board of Regents.

5. Commitments for bonding or lease/purchase agreements must be approved by the Board of Regents.

6. A report on the proceeds, expenditures, and pledged commitments of the equipment fee shall be submitted annually to the Commissioner of Higher Education.

History:

Item 71-002/7002-R0691, Equipment fee, Montana University System and Vocational Technical System, June 21, 1991

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PAGE: 940.27 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 9, 1999

Section: 940.27 Credit Cap on State-Subsidized Tuition Rates; Montana University System

Issued: July 23, 1999

Approved: *E. Kalle*

Board Policy:

1. The Montana University System limits the number of undergraduate hours a resident can accumulate at state-subsidized tuition rates. After the limit has been exceeded, the student will be charged the full cost of education for additional undergraduate hours until a baccalaureate degree is awarded.

2. Students entering the Montana University System or the three publicly supported community colleges of Montana will be limited to 170 hours of subsidized undergraduate tuition. Courses attempted prior to the Fall Semester of 1991, credits earned in high school Advanced Placement programs or any program of challenge exams, or credits transferred from out-of-state or private institutions, shall not be counted in the 170 credit limit.

Procedure:

1. Subsidized tuition rates will no longer be available to residents of Montana once they reach the limit outlined above. A student will be billed at the unsubsidized tuition rate beginning with the semester immediately following the semester in which the student attempts his or her 170th credit hour. When applied, the unsubsidized tuition rate shall not apply to those attempted credit hours falling within the range of credit hours (the "flat spot") for which a student is not charged additional tuition in any event, according to an individual institution's published tuition schedule.

2. The subsidized tuition limits will be based on all attempted credits that are graded, including courses for which failing, passing, or withdrawal grades are assigned. Each campus will develop a warning process that, at an appropriate time, will notify students they are approaching the limit for subsidized courses. Appeals should be handled through the normal campus, university, and system processes; however, it is assumed that appeals will be granted only in unusual circumstances. Students actively enrolled in five-year programs approved by the Board of Regents will not be covered under this policy.

Personal Extenuating Circumstances: Appeals should be granted only to students in extreme cases where personal extenuating circumstances, such as severe personal, medical or family problems, necessitate a student's complete withdrawal from the university. A student may petition for waiver of the credits withdrawn in such circumstances. Other withdrawals will be counted toward the limit.

3. In order to ensure consistency in the implementation of this policy, each campus will report to the Office of the Commissioner of Higher Education through the president of the university at the end of each academic year the number of appeals filed and granted, along with a summary of the reasons for granting the appeals.

Definitions:

Courses attempted means those courses for which a student has received a grade.

Student means resident student.

History: Item 78-001-R0393, Tuition; Montana University System, May 3, 1993 as revised March 29, 1996, January 23, 1997, March 25, 1999, and July 9, 1999.

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SUBJECT: FINANCIAL AFFAIRS

Effective: July 9, 1999

Section: 940.29 Tuition: Post-Baccalaureate Students;
Montana University System

Issued: July 23, 1999

Approved: *E. Dale*

Board Policy:

Residents of Montana who take additional courses after earning a baccalaureate degree will be charged 120% of the resident undergraduate rate at the four-year campuses. The sole exception to this policy will be for post-baccalaureate students who enroll for courses offered by the colleges of technology. Nonresident students will pay the resident assessment plus a nonresident fee equivalent to the nonresident graduate incidental fee.

History:

Item, 94-001-R0197--Tuition: Post-Baccalaureate Students; Montana University System (NEW), approved by the Board of Regents March 27, 1997, as revised on July 9, 1999.

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PAGE: 940.30 (1 of 4)

SUBJECT: FINANCIAL AFFAIRS

Effective: March 25, 1999

Section: 940.30

Montana Tuition Assistance Program
Eligibility Requirements;
Montana University System
(Baker Grant Program)

Issued: July 23, 1999

Approved: *E. L. L. C.*

Background:

The Montana Tuition Assistance Program (MTAP) was created by the Board of Regents in 1997 as a result of the Task Force on Financial Aid Reform report, *Meeting the Challenge, Helping Montana Students Finance College*, dated April 1996. MTAP has been classified by the U.S. Department of Education as an eligible program under the State Student Incentive Grant program. To facilitate administration, MTAP funds are provided to students through the institution in which they are enrolled.

The goal of MTAP is to provide Montana students with financial assistance that will allow access to, and choice of, Montana's public and private institutions of higher education.

Board Policy:

The MTAP shall be implemented according to the following procedures. Grants distributed under this program shall be known as Baker grants*, and that designation shall appear on documents used to award the grants.

Procedures:

I. Definition:

A. Eligible Institutions. To be eligible to have its students participate in MTAP, the educational institution must be located in Montana and be a public or private not-for-profit postsecondary educational institution that is accredited by a regional accrediting board, such as the Northwest Association of Colleges and Universities. Eligible institutions shall be classified as follows:

Category A: A unit of the Montana University System;

Category B: A public community college formed pursuant to MCA 20-15-101ff; or

Category C: A public or private not-for-profit four-year college or university other than one classified in Category A.

B. Eligible Student. To be eligible to receive an MTAP/Baker grant, a student must be a resident of Montana, attend an eligible public or private postsecondary educational institution located in Montana, and meet established criteria.

C. Specified Funds. Specified funds consist of two categories:

Category 1: Funds derived from the Montana University System through interest earnings from student fees in excess of the amount earmarked by the Board for university system operations or funds designated by the Board from the university system budget solely for units of the Montana University System.

* Named to posthumously honor Dr. Jeffrey D. Baker, 1941-1999, Commissioner of Higher Education, 1993-1996.

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Effective: March 25, 1999

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(Baker Grant Program)

Issued: July 23, 1999

Approved: *E. Aric*

Category 2: Funds appropriated by the state of Montana for designated purposes.

D. Unspecified Funds. Unspecified funds include, but are not limited to, funds appropriated for students who attend eligible institutions; funds derived from the Family Education Savings Act; private donations; endowments; or as authorized by the U.S. Congress.

II. Allocation of funds:

Funds will be allocated to eligible students through eligible institutions. The amount of MTAP funds to be awarded through each eligible institution will be based on the number of full-time undergraduate students classified as residents for fee purposes at each participating institution for the fall term of the prior year as reported to the Office of the Commissioner of Higher Education (Policy 940.1). Funds may have specific restrictions placed on them by the Department of Education, the donor, or the endowment that could limit the allocation to specific institutions.

III. Eligible Institutions:

A. To be eligible to receive MTAP funds, the institution must meet the criteria of one of the categories in Item I.A.

B.

1. Students attending **Category A** institutions may receive *specified* and *unspecified* funds as authorized and allocated through the institution.

2. Students attending **Category B** institutions may receive **Category 2** *specified funds* and *unspecified* funds as authorized and allocated through the institution.

3. Students attending **Category C** institutions may receive *unspecified* funds as authorized and allocated through the institutions.

IV. Program Criteria:

A. The financial aid administrator of the eligible institution will award funds to eligible students based on the following criteria. The student must:

1. Meet the federal student eligibility requirements in CFR 668.32.

2. Meet the Montana residency requirements of the Montana University System as defined in Board of Regents' Policy 940.1.

3. Submit a federal need analysis application (currently the Free Application for Federal Student Aid).

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Issued: July 23, 1999

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4. Have a minimum of \$2,500 in student earned income from the prior calendar year. Beginning with the 1999-2000 award year, the minimum student income earned from work during the prior calendar year shall be at least equal to 500 times the federal hourly minimum wage in effect as of January 1 of the calendar year immediately preceding the award year.

5. Have an expected family contribution under the maximum Federal Pell Grant Payment plus \$2,500.

6. Be enrolled as a full-time¹ student who has not yet earned his or her first bachelor's degree.

7. Be making satisfactory academic progress.

8. Not have exceeded the maximum number of attempted credit hours consistent with limits established for state subsidy.

B. An MTAP/Baker grant provided to a student through one eligible institution does not transfer to another eligible institution; however, the acquiring eligible institution may provide an MTAP/Baker grant if funds are available.

C. Administration: The Commissioner of Higher Education shall be responsible for the administration of MTAP. Each postsecondary educational institution will be responsible for administration of the MTAP funds allocated to eligible students through its own school. There must be no discrimination against any individual applicant or participant because of race, creed, color, sex, national origin, age, or physical handicap. The financial aid administrator in the college or university who is responsible for administration of other forms of financial aid will be designated as the institution's representative with responsibility for the general conduct of the program.

In addition, the financial aid administrator at the postsecondary educational institution, or its president's designee, shall have the following responsibilities:

1. Determine which students are eligible to participate in MTAP. The financial aid administrator may classify as full-time any student who is enrolled for remedial instruction when such enrollment, in addition to other courses taken, represents the equivalent of full-time enrollment.

2. Return funds that have not been awarded to a student by April 30 of the award year to the Commissioner of Higher Education, who may allocate the funds to students through another eligible institution.

¹ A financial aid administrator may waive these requirements in special circumstances. No more than 10% of the amount authorized to each eligible institution may be awarded to students not satisfying these requirements.

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Montana University System
(Baker Grant Program)

Issued: July 23, 1999

Approved: *F. Dale*

3. File annual reports with the chief administrative officer of the educational institution and the Commissioner of Higher Education.

V. Determination of Financial Need and the Making of Awards:

The following process will be used to determine the dollar amount of eligibility for each student:

A. Determine that the federally calculated expected family contribution is less than the maximum Federal Pell Grant Payment plus \$2,500, and that the student's earned income exceeds the minimum required of 500 times the federal hourly minimum wage in effect as of January 1 of the calendar year immediately preceding the award year.

B. Establish the maximum amount of fees, tuition, and books to be potentially covered by the MTAP/Baker grant and the Federal Pell Grant by adding \$500 to the maximum Federal Pell Grant determined by the U.S. Department of Education for the current award year.²

C. Determine the student's Federal Pell Grant, Federal Supplemental Education Opportunity Grant, and State Student Incentive Grant awards.

D. Determine whether the student is to receive state fee waivers or any other public aid.

E. Subtract all items in preceding Steps C and D from the cost determined in preceding Step B.

F. The MTAP/Baker award would equal the results of preceding Step E up to the maximum approved by the Board and not less than \$100. In cases where the difference is less than the minimum of \$100, there would be no award.

History:

Item 98-002-R0398, Montana Tuition Assistance Program Eligibility Requirements; Montana University System (NEW), approved by the Board of Regents on May 21, 1998; as revised on March 25, 1999 and March 25, 1999.

² If the Board of Regents or the governing body of the institution has not made a final determination by March 15 of the maximum fees and tuition to be charged to students for the award year, the fees and tuition in effect at the time of the award shall be used. If the U. S. Department of Education has not made a final determination of the maximum Federal Pell Grant for the award year by March 15, the maximum Federal Pell Grant in effect on March 15 will be used.

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PAGE: 950 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 9, 1973

Section: 950 Investments; Non-treasury
funds

Issued: April 30, 1978

Approved: *P.E. Doolan*

Board Policy:

1. The units of the Montana University System are authorized to invest non-treasury funds through the Board of Investments, Department of Administration.

History:

Item I-001-R0773, Authorization to Invest Non-treasury Funds Through the Board of Investments, Montana University System, July 9, 1973.

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PAGE: 950.1 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Apr. 30, 1992

Section: 950.1 Municipal Finance Consoli-
dation Act Participation;
Montana Systems of Higher
Education

Issued: Oct. 9, 1992

Approved: *E. Wheat*

Board Policy:

- a. Units of the university system, vocational technical centers and community colleges may finance projects through the state Board of Investments under the Municipal Finance Consolidation Act (17-5-1601ff MCA) according to the following procedures.
- b. The commissioner is authorized to enter into agreements with the state Board of Investments necessary for the implementation of this policy.

Procedures:

1. Requests to finance projects shall be submitted to the commissioner. A request shall include a description of the project, the cost of the project, a project schedule, the amount to be financed, and the source of repayment. The commissioner shall review the project and may request any additional information relevant to the project.
2. The commissioner may approve project financing of \$500,000 or less. The commissioner shall regularly inform the Board of financings which he has approved. Any financing in excess of \$500,000 may be forwarded to the Board with an evaluation by the commissioner and is contingent upon approval by the Board of Regents.
3. If a financing is approved pursuant to section 2 the commissioner shall forward the request to the Board of Investments.

History:

Item 75-001A-R0592, Municipal Finance Consolidation Act Participation, Montana Systems of Higher Education, April 30, 1992.

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SUBJECT: FINANCIAL AFFAIRS

PAGE: 950.2 (1 of 14)

Section: 950.2

Montana Family Education
Savings Program

Effective: Sept. 24, 1999

Issued: Oct. 11, 1999

Approved: *E. Dale*

I. Board Policy:

The Family Education Savings Program is established in recognition that the general welfare and well-being of the State of Montana are directly related to the educational levels and skills of its citizens. The Family Education Savings Program is intended to encourage and make possible the attainment of an accessible, affordable postsecondary education by the greatest number of citizens through a savings program.

II. Definitions:

A. The following definitions apply for purposes of this policy:

1. "Account" means an individual trust account established pursuant to the program.
2. "Account owner" means the person designated at the time an account is opened as having the right to withdraw moneys from the account before the account is disbursed to or for the benefit of the designated beneficiary. The account owner may be an individual serving as a qualified custodian under a Uniform Transfers or Gifts to Minors Act, in which case the minor must be the designated beneficiary and the designated beneficiary will be treated as the account owner upon termination of the custodianship.
3. "Act" means the "Family Education Savings Act," Ch. 540, L. 1997 (15-62-102; 15-62-206; 20-25-901; 20-25-902; 15-30-111(1)(k) and (l), MCA).
4. "Application fee" means the application fee charged pursuant to section III(A)(1) of this policy.
5. "Board" means the Board of Regents of Higher Education established by Article X, section 9, subsection (2) of the Montana constitution and 2-15-1505, MCA.
6. "Cash" means currency, bills and coins in circulation. Cash deposits may be made in cash or by an automatic transfer from a bank account; a personal, cashier's or traveler's check; money order; payroll deposit; wire transfer; credit card or other similar method acceptable to the depository.
7. "Code" means the federal Internal Revenue Code of 1986 (Title 26 of the United States Code), as amended from time to time. References to Code sections are to sections as they may be amended from time to time, or if section numbers are changed, the corresponding provisions of the relevant section. Definitions cross referenced to definitions in the Internal Revenue Code shall be deemed to include any regulations and rulings issued by the Internal Revenue Service interpreting such definitions.

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8. "Committee" means the Family Education Savings Program Oversight Committee described in 20-25-901, MCA.

9. "Depository" means a financial institution selected to serve as a depository pursuant to 15-62-203, MCA.

10. "Designated beneficiary" means with respect to an account, the individual designated at the time the account is opened as the individual whose qualified higher education expenses are expected to be paid from the account or, if the designated beneficiary is replaced in accordance with 15-62-202, MCA, the replacement beneficiary. The designated beneficiary of a scholarship account may be selected at any time after the account is opened.

11. "Disclosure statement" means the disclosure document prepared by the depository in accordance with section III(H) of this policy.

12. "Higher education institution" means an institution described in 15-62-103(7), MCA, but only if such institution is also an eligible educational institution for purposes of section 529(e)(4) of the Code.

13. "Manager" means a program manager selected pursuant to 15-62-203, MCA. The term also includes a depository.

14. "Member of the family" means a person with a relationship to another person that is described in both section 529(e)(2) of the Code and 15-62-103(8), MCA.

15. "Nonqualified withdrawal" means a change in designated beneficiary of an account other than as permitted by section III(G) of this policy or any distribution from an account other than one of the following:

a. a qualified withdrawal;

b. a withdrawal made on account of the death or disability of the designated beneficiary;

c. a withdrawal made on account of a scholarship (or allowance or payment described in section 135(d)(1)(B) or (C) of the Code) received by a designated beneficiary, but only to the extent of the amount of the scholarship.

16. "Penalty" means a penalty on all earnings in each account distributed as part of any nonqualified withdrawal. Such penalty shall be ten percent (10%) of the earnings withdrawn unless subsequent regulations or pronouncements by the Internal Revenue Service require a higher penalty for the program to qualify as a qualified state tuition program under section 529 of the Code. The portion of

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any distribution treated as distributed earnings shall be determined in accordance with the requirements of section 529 of the Code.

17. "Program" means the Family Education Savings Program established pursuant to the Act.

18. "Qualified higher education expenses" means the cost of tuition and fees required for enrollment or attendance of a designated beneficiary at a higher education institution. The term shall also include reasonable costs of room and board (to the extent described in Section 529(e)(3)(B) of the Code) incurred by a designated beneficiary who is an eligible student (as defined in section 25A(b)(3) of the Code) while attending such institution and the costs of books, supplies and equipment required for attendance of a designated beneficiary at a higher education institution. The term as applied to any account shall not include with respect to an account any expenses incurred before the date on which the account is opened.

19. "Qualified withdrawal" means a distribution from an account to pay the qualified higher education expenses of the designated beneficiary of the account incurred in the calendar year of distribution, but only if the distribution is made in accordance with this policy.

20. "Scholarship" has such meaning as given to such term for purposes of section 529(b)(3)(C) of the Code. Scholarship includes any allowance or payment described in section 135(d)(1)(B) or (C) of the Code.

21. "Scholarship account" means an account opened by a state or local government or an organization exempt from federal income tax under section 501(c)(3) of the Code without a designated beneficiary as permitted by 15-62-201(15), MCA.

22. "Section 529 accounts" means with respect to a designated beneficiary all accounts under a qualified state tuition program (as defined in section 529 of the Code) of which the designated beneficiary is a designated beneficiary and all tuition credits or certificates of which the designated beneficiary is a designated beneficiary under a qualified state tuition program.

23. "Withdrawal" means a withdrawal or distribution from an account. The terms "withdrawal" and "distribution" are used interchangeably in this policy.

III. Procedures:

A. Fees

1. Application Fee. There shall be no application fee for opening a new account.

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2. Change in Designated Beneficiary. The first change of the designated beneficiary of an account shall be without charge. All subsequent changes of a designated beneficiary of an account shall be \$50. The fee shall be waived in the case of the change of designated beneficiary by reason of the death of the designated beneficiary.

3. Change of Account Owner. The first change of account owner shall be without charge. All subsequent changes of the account owner shall be \$50.

4. Withdrawals from accounts which have been open less than three years. A \$100 fee shall be imposed on each withdrawal if the account has been open for less than three years.

B. Duties of Manager and Depository

1. Each manager shall also be a depository and each depository shall also be a manager.

2. Each manager and depository shall do the following:

a. Generally administer and carry out the program according to the directions and policies of the Board, the Act and this policy.

b. Keep adequate records of each account, keep each account segregated from each other account and post contributions to accounts within no later than the business day that it receives verification that such contributions consist of fully collected funds.

c. Provide the Board and all appropriate governmental and regulatory agencies all reports and information as may be required or deemed necessary to obtain tax advantages available under state or federal laws.

d. Provide regular reports at least annually, within 31 days of the annual period to which they apply, to each account owner showing all contributions, withdrawals, and earnings posted to each account during the previous reporting period.

e. Upon request, provide a copy of its annual audited statement of financial condition to an account owner.

f. Comply with the terms and conditions of its contract with the Board.

g. Take all action required to keep the program in compliance with the requirements of the Act and all reasonable action not contrary to the Act, these rules or the depository or

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manager's contract to manage the program so that it is treated as a qualified State tuition program under section 529 of the Code.

h. Comply with all other laws and regulations applicable to the depository or manager.

i. Retain or provide copies to the Board of all applications and certifications received pursuant to these rules.

C. Opening of Accounts: Qualifications

1. Procedures for Opening an Account. An account owner may open an account by preparing and signing an application and making an initial deposit.

2. Eligible Owners. An account owner may be a resident of any state. An account may be opened as a custodianship account under the Uniform Transfer to Minors Act. The account owner need not be an individual. Subject to statutory provisions relating to accounts held in the name of minors, the owner may also be the designated beneficiary.

3. Designated Beneficiary. A designated beneficiary may be a resident of any state. There shall be no restrictions based upon the age of the designated beneficiary, or any required relationship between the account owner and the designated beneficiary.

4. Multiple Accounts. There is no limit on the number of accounts that may be opened for a designated beneficiary by different account owners.

5. Application -- General Requirements. The account application will require the applicant, who must be the account owner, to:

a. provide the name, address, telephone number and social security number (or taxpayer identification number) of the account owner and, if different, the initial contributor;

b. except as provided in 15-62-201(15), MCA (relating to scholarship accounts), designate a beneficiary whose qualified higher education expenses are expected to be paid with the account;

c. provide the address, date of birth, and social security number of the designated beneficiary and the year in which the designated beneficiary can be expected to begin matriculating at an higher education institution;

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d. certify that the applicant intends to use the account solely to save to pay the qualified higher education expenses of the designated beneficiary and that to the best of the applicant's knowledge the initial contribution to the account when added to the value of all other section 529 accounts of the designated beneficiary will not exceed the lesser of the account balance limit described in section III(E)(4) of this policy or the cost in current dollars of qualified higher education expenses that the owner reasonably anticipates the designated beneficiary will incur;

e. certify that if at any time the account balance when added to the value of all other section 529 accounts of the designated beneficiary of which the account owner has knowledge exceeds the qualified higher education expenses that the account owner reasonably anticipates the designated beneficiary may incur, the account owner will promptly withdraw the excess from one of the accounts;

f. if more than one type of educational savings account is offered (i.e., different investment strategies), designate the type of account being opened.

g. sign the application.

6. Application -- Supplementary. A depository may require an applicant to include in an application for opening an account to be placed at the depository such additional information as the depository may reasonably need to invest and manage the account.

7. Disclosure. Each account owner shall be sent a copy of the disclosure statement before the account owner makes a first deposit or within 10 business days of the receipt of the first deposit. The depository should make the disclosure statement readily available to prospective account owners.

D. Status of Accounts: Investment Direction

1. Trust. All accounts established under the program shall be held in a revocable trust as described in section III(D)(2) of this policy. Accounts shall be designated in the books and records of the depository as "Montana Family Education Savings Accounts." The Board shall have the authority in accordance with the Act to withdraw all accounts from the depository.

2. Revocable Trusts. A depository may structure its accounts as revocable trusts of which the account owner is the settlor, the designated beneficiary is the beneficiary, an institution with Montana trust powers (including an affiliate of the depository) is the trustee. The trust instrument may adopt, by reference or inclusion, rules governing the program. If a depository ceases to be the depository of an account held as a revocable trust, the trust shall nevertheless continue.

3. No Investment Direction. In accordance with 15-62-201(10), MCA, no contributor to, owner of, or designated beneficiary of an account may directly or indirectly direct the investment of any

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contributions to an account or any earnings thereon. One or more types of accounts may be opened with respect to a designated beneficiary, but neither the account owner nor the designated beneficiary may move funds or direct that funds be moved from one type of account to another type. A depository shall place amounts deposited in an account of a particular type only in accordance with the disclosure statement prepared by the depository and applicable to accounts of that type. A depository shall not permit an owner to move funds, once deposited, that in any way would result in investment direction under section 529(b)(5) of the Code .

4. Pledge, Security for a Loan. Neither an account owner nor a designated beneficiary may pledge his or her interest in an account as security for a loan or for any other purpose. Any pledge if so made shall be void and ineffective and shall not be honored by the depository.

5. Interest in Account Subject to Program Rules. The interest of any account owner or designated beneficiary in an account is subject to the Act and these rules, including, without limitation, the authority of the Board to require that a penalty for a nonqualified withdrawal be paid from an account and the authority of the Board to change depositories.

E. Contributions and Limits

1. Who May Contribute. Subject to the limitations of this section, any person, including a nonresident of Montana and an individual who is not the account owner, may make a contribution to an account.

2. Contributions in Cash: Checks. All contributions to accounts must be in cash. A depository may accept checks payable to the order of the depository (or to an agent of the depository) if accompanied by appropriate information about the deposit or checks payable to the order of the account owner if endorsed over to the depository (or to an agent of the depository) for deposit into the account.

3. Payroll Deduction Plans. Contributions may be made pursuant to payroll deduction plans to which the account owner and his or her employer are parties. In such case, the employer will send the contribution to the depository (or to an agent of the depository) on behalf of the account owner.

4. Contribution Limits

a. No person shall make a contribution to an account for a designated beneficiary if the contribution would cause the sum of the value of all section 529 accounts of which the designated beneficiary is a designated beneficiary to exceed the account balance limit described in section III(E)(4)(c) of this policy.

b. No depository shall accept for deposit in any account a deposit if the contribution would cause the sum of the value of all accounts being managed by the depository for which the

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designated beneficiary is a designated beneficiary to exceed the contribution limit described in section III(E)(4)(c) of this policy.

c. The account balance limit shall be equal to the lesser of:

i. the amount, if any, prescribed by the Internal Revenue Service as the account balance limit for a program to qualify as a "qualified state tuition program" under section 529 of the Code,

ii. the product (rounded down to the nearest multiple of \$1,000) of 7 and the average 1 year's undergraduate tuition, fees, room and board at independent 4-year higher education institutions as measured and last published by the College Board's Independent College 500 Index.

d. If the Board determines that the account balance limits described in section III(E)(4)(c) of this policy have been exceeded with respect to any designated beneficiary by reason of contributions to section 529 accounts, it shall notify the designated beneficiary and the account owners of all accounts of which the designated beneficiary is the designated beneficiary. The account owners shall have 60 days after receipt of such notice to reduce the balances of section 529 accounts for the designated beneficiary through distributions and/or changes in beneficiaries. If no such action is taken, the Board will disqualify such accounts in reverse order of their opening until the balance limit ceases to be exceeded.

F. Distributions from Accounts. Penalties

1. Authority to Withdraw Funds. An account owner may seek to withdraw funds from an account at any time. All withdrawals shall be deemed to be nonqualified withdrawals unless the account owner complies with section III(F)(2) of this policy. The designated beneficiary of an account shall not have any authority to withdraw funds from an account unless (i) the designated beneficiary is also the account owner or (ii) the account is a trust and the trust instrument gives the designated beneficiary such right upon matriculation or upon incurring qualified higher education expenses.

2. Advanced Notice. A depository shall not be required to distribute funds that an account owner seeks to withdraw until the 60th day following receipt of a written request for a distribution. The provision shall not prohibit the depository from allowing a more rapid distribution that is not in violation of the next sentence. If the Board by notice to a depository has required the depository to send request for qualified withdrawals to the Board for verification, the Board will verify (or reject) the request within 30 days of receipt of the request and no distribution shall be made until verification (or rejection) is received by the depository.

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Requirements for Qualified Withdrawals.

a. To make a qualified withdrawal from an account, the account owner (or the legal representative of the account owner or, if the account is a revocable trust and the trust instrument gives the designated beneficiary such right, the designated beneficiary) must complete a certification on a form approved by the Board declaring that the funds (i) are being withdrawn to reimburse the account owner or designated beneficiary for qualified higher education expenses incurred during the taxable year or (ii) are being withdrawn to pay qualified higher education expenses of the designated beneficiary that are payable to a higher education institution and the amount withdrawn is paid directly to such institution or to the institution for the account of the designated beneficiary. The original signed version of the certification shall be sent to the depository.

b. The qualified withdrawal form shall require that some form of verification (such as a document from a higher education institution confirming attendance or a tuition bill) be attached to the form. Requests for withdrawals to cover room, board, books, supplies, and equipment in excess of \$500 per calendar year must be accompanied by (i) a statement from the designated beneficiary stating where the designated beneficiary will reside while attending the higher education institution (at home, in the institution's housing, or off campus) and whether the designated beneficiary has any dependents and (ii) a statement from the higher education institution attended by the designated beneficiary (or relevant pages from the most recent catalog of such institution) showing, as the case may be, the cost of room and board for on-campus students at such institution or a description of the books, supplies, and equipment necessary for attendance at the institution.

c. The qualified withdrawal form may require other verification of use of funds if (i) the depository determines that such verification is necessary for the program to meet any safe-harbor provisions for qualifying as a qualified State tuition program under any temporary or final regulations or other guidelines proposed or promulgated by the United States Department of the Treasury and/or the Internal Revenue Service and (ii) the Board approves such forms.

d. If an individual provides a certification described in section III(F)(3)(a) of this policy and the verification described in section III(F)(3)(b) of this policy but not all of the verification described in section III(F)(3)(c) of this policy, the individual shall be required to leave on deposit in the account an amount equal to the penalty that would apply if such withdrawal (and all other prior withdrawals to which this section III(F)(3)(d) applies and for which full verification has not been provided or a penalty has not been paid) were treated as a nonqualified withdrawal. If the depository does not receive the required verification within 30 days of such withdrawal (or such longer period as may be permitted under any applicable or potentially applicable safe harbor provisions under proposed, temporary or final Treasury Regulations), such withdrawal shall be treated as a nonqualified withdrawal and the penalty shall be paid from the account balance to the Board.

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e. A withdrawal for a qualified withdrawal must be made by check or wire transfer payable to the designated beneficiary or to a higher education institution. The Board may approve qualified withdrawal forms that require that withdrawals for tuition and for room or board provided by a higher education institution be made payable to the higher education institution for the account of the designated beneficiary.

4. Special Withdrawal Requests.

a. A request for a withdrawal on account of the death or disability of the designated beneficiary must be accompanied by a certificate signed by the account owner or legal representative of the account owner stating that the designated beneficiary has died or is disabled. The certificate must be accompanied by a death certificate, other third-party confirmation of death, or in the case of a disability, by evidence that the Social Security Administration or other government agency has determined that the designated beneficiary is disabled or a certification from a licensed physician that the designated beneficiary is permanently disabled. Funds deposited after a designated beneficiary died or became disabled, and earnings thereon, may not be withdrawn pursuant to this section III(F)(4)(a).

b. A request for withdrawal on account of a scholarship must be accompanied by a certificate signed by the account owner or designated beneficiary stating that the designated beneficiary has received a scholarship, the amount of the scholarship, and the amount of other withdrawals from section 529 accounts on account of such scholarship. The certificate must be accompanied by a copy of the formal notification of the scholarship or the scholarship check. Funds deposited after the designated beneficiary applied for the scholarship (and earnings thereon) or after the designated beneficiary learned that he or she would be awarded the scholarship may not be withdrawn "on account of scholarship."

5. Nondesignated Withdrawal Requests. If a depository receives a request for a withdrawal that is not designated on the withdrawal slip or form as a request for a nonqualified withdrawal and is not accompanied by a properly completed certification described in section III(F)(3) or (4) of this policy, the depository shall promptly send the account owner a notice requesting that the account owner designate the withdrawal as a nonqualified withdrawal or provide the required certification for a qualified withdrawal or a special withdrawal described in section III(F)(4). The depository shall not act on the withdrawal request until a designation or certification is received. A nonqualified withdrawal shall be made by check payable to the account owner or at the account owner's direction to the designated beneficiary.

6. Penalty on Nonqualified Withdrawal. If an account owner has designated a withdrawal as a nonqualified withdrawal, the depository shall calculate the amount of the penalty and withhold the penalty from the withdrawal.

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7. Improper Certification. If a depository or manager has reason to believe that any withdrawal that an account owner certified was a qualified withdrawal was not a qualified withdrawal, the depository or manager shall report that fact to the Board, the account owner, and the designated beneficiary within 30 days of receipt of the information creating such belief. The notice shall be in writing and include the name of the account owner, the designated beneficiary, the date of the withdrawal, the amount of the withdrawal and a brief description as to why the depository or manager believes the withdrawal to be a nonqualified withdrawal.

8. Obligation of Account Owner. An account owner who withdraws funds from an account in a withdrawal that the account owner certifies was a qualified withdrawal shall have an obligation to determine that such withdrawal was a qualified withdrawal. If the account owner determines that a withdrawal that it certified as a qualified withdrawal was in whole or part a nonqualified withdrawal, it shall advise the Board in writing and pay any penalties required as the result of such withdrawal by April 15 of the year following the year of the withdrawal. Penalties for perjury may apply to a certification under section III(F) that an individual knew was false when made.

9. Assessment of Penalty by Depository. If the depository determines that a withdrawal is in whole or part a nonqualified withdrawal and a penalty was not withheld, the depository shall give written notice to the account owner and the beneficiary that the withdrawal has been determined to be in whole or part a nonqualified withdrawal, the amount of the nonqualified withdrawal and that a penalty will be assessed on the earnings withdrawn as part of the nonqualified withdrawal. The account owner may dispute the depository's determination by submitting written notice in accordance with Board of Regents Policy # 203.5.2. (Any penalty finally assessed pursuant to this subsection shall be paid within 30 days of notice of final decision.) If such amount is not paid by the account owner on a timely basis, the Board may direct that the penalty be paid out of the remaining balance in the account, if any.

10. Termination of Accounts. The Board may terminate an account at any time if it determines after due inquiry and notice that (i) the adult designated beneficiary of an account does not intend to attend an eligible institution or (ii) the account owner has changed designated beneficiaries of an account primarily to avoid or significantly defer federal or state income tax. Upon termination of an account, the depository shall liquidate the investments in the account and distribute the balance of the account to the account owner (after withholding of the penalty) in a nonqualified withdrawal.

11. Verification of Withdrawal Requests. The Board may independently verify, on a regular or random basis, withdrawal documentation submitted by an account owner or designated beneficiary in accordance with section III(F)(3).

G. Changes in Designated Beneficiaries and Account Owners

1. Procedure for Change in Designated Beneficiaries. An account owner may change a designated beneficiary by submitting to the depository a request to change the beneficiary accompanied

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by a check for the fee for changing designated beneficiaries. The request to change a beneficiary shall be accompanied by the name, address, social security number, and date of birth of the new designated beneficiary and a statement describing the relationship between the new designated beneficiary and the old designated beneficiary. The manager shall promptly send a notice of such change to the Board. The Board reserves the right to determine that the new designated beneficiary is not an eligible replacement designated beneficiary. If the Board makes such determination, the Board shall notify the manager and the change back to the prior designated beneficiary shall be effective upon the manager's receipt of the preceding information. If a designated beneficiary dies and a new designated beneficiary is not designated within 60 days, the balance of the account will be distributed to the account owner.

2. Eligible Replacement Beneficiary. An eligible replacement beneficiary must be a member of the family of the old beneficiary in accordance with the Act.

3. Changes in Account Owners. An account owner may not transfer its ownership of an account except as provided in this rule. An account owner may transfer ownership of an account to the designated beneficiary or custodian of the designated beneficiary of the account by giving written notice of such transfer to the depository. An account owner, pursuant to a divorce, may transfer ownership of an account to the ex-spouse by giving written notice to the depository and paying any applicable fee. If an account owner dies, the terms of the trust (including any designations made thereunder) will govern who becomes the account owner.

H. Offering Materials, Advertising, Forms

1. Preparation of Offering Materials. The depository shall prepare its own offering material. At least one component of the offering material shall be a disclosure document that fully describes the college savings product being offered including applicable fees or penalties, the program, and the federal and state income tax consequences of participating in a qualified state tuition program. The disclosure document shall state that the Act does not:

- a. give any designated beneficiary any rights or legal interest with respect to an account unless the designated beneficiary is the account owner;
- b. guarantee that a designated beneficiary will be admitted to a higher education institution or be allowed to continue enrollment at or graduate from a higher education institution located in Montana after admission;
- c. establish Montana residency for a person merely because the person is a designated beneficiary; or
- d. guarantee that the amount saved pursuant to the program will be sufficient to cover the qualified higher education expenses of a designated beneficiary.

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2. Disclaimer of State Liability. A Montana Family Education Savings Program account is not insured by Montana and neither the principal invested nor the investment return is guaranteed by the State of Montana. Any offering or disclosure material, published advertisement, deposit slips, account statements and other similar forms and documents relating to the program shall include a statement substantially similar to the following: **"A Montana Family Education Savings Program account is not insured by Montana and neither the principal invested nor the investment return is guaranteed by the State of Montana."** A rubber stamp may be used to imprint this language on deposit slips, account statements and other documents pertaining to the program. In the case of a payroll deposit plan, the statement need not be included on payroll stubs if the employee has signed an application for plan participation that includes such statement in bold face within an inch of the signature block.

I. Reporting Requirements

1. Reports to Account Holders.

a. Account Information. At least annually, within 31 days of the annual period to which they apply, a depository shall provide to each account owner a statement of his or her account. The statement shall include the balance of the account at the beginning of the reporting period, all activity (including deposits, withdrawals, penalties paid, income earned) during the reporting period, and the balance at the end of the reporting period.

b. Tax Information. A depository shall prepare and provide to account owners and/or designated beneficiaries such information as the Internal Revenue Service or federal income tax law may require be provided to account owners or designated beneficiaries by the deadlines required therefor. For these purposes, accounts for the same designated beneficiary should be aggregated to the extent required by regulations or other binding guidance issued by the Internal Revenue Service.

c. Verification of \$3,000 Exclusion. A depository shall prepare and provide to the department of revenue such information as the director of revenue may request to permit the department of revenue to verify the income exclusion permitted by 15-30-111(2)(1), MCA.

2. Reports to Board. A depository shall provide to the Board copies of the reports that it provides to account owners pursuant to section III(I)(1) of this policy.

3. Records on Termination of Depository Status. If a depository ceases to be a depository and accounts are removed from such depository in accordance with the Act, the depository shall provide the Board with the following for each account:

a. Name, address and social security number (or employer identification number) of the account owner;

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- b. The date the account was opened;
- c. Name, address, social security number and date of birth of the designated beneficiary and all prior designated beneficiaries of the account;
- d. The deposits to the account, the qualified withdrawals from the account, the nonqualified withdrawals from the account, and the penalties paid from the account; and
- e. Other records necessary to facilitate efficient transfer of accounts and account records.

History:

Item 98-006-R0398, Montana Family Education Savings Program (NEW), approved by the Board of Regents on May 21, 1998; revised September 24, 1999.

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Vocational education money;
custodian

Approved: 

Statutory authority:

Chapter 658, Montana Session Laws 1987, House Bill 39

Section 17. State treasurer custodian of vocational education money.

(1) The treasurer of the state of Montana is hereby designated as the custodian of all federal and state money designated, appropriated, or apportioned for vocational education. All money received from any federal or state source for the establishment, operation, or furtherance of vocational education in the state shall be deposited with the state treasurer.... At the direction of the board of regents, he shall disburse all money received for vocational-technical education and for vocational education other than K-12 vocational education.

(2) The state treasurer is the treasurer for all vocational-technical centers, and all money received by vocational-technical centers from any source shall be deposited in the state treasury pursuant to 17-6-105, unless the source of the money specifies deposit somewhere other than in the state treasury.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 961.2 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 1, 1987

Section: 961.2 Vocational Technical Education Issued: August 7, 1987
Center budgets;
Sources of financing

Approved: *PC Thurman*

Statutory authority:

Chapter 658, Montana Session Laws 1987, House Bill 39

Section 18. Sources of financing for vocational-technical center budgets
-- distribution of funds.

(1) The total of the budgets approved by the board of regents shall constitute the total maximum approved statewide vocational-technical center system budget which shall be financed as follows:

(a) The primary source of financing is to be those funds specifically designated by legislative enactment or referendum by the people for financing vocational-technical education in Montana.

(b) The board of county commissioners of each county in which a designated vocational-technical center is located shall levy a tax in each calendar year of 1 1/2 mills on the dollar of all taxable property, real and personal, within the county to raise the amount appropriated by the legislature for the support and maintenance of the vocational-technical center system. The tax is to be effective for property tax years beginning on or after January 1, 1987. It is the intent of this subsection (1) (b) that the county commissioners shall levy this tax for fiscal year 1988 operation of the vocational-technical system and thereafter.

(c) Designated vocational-technical centers shall be eligible to receive such funds from the federal government as the board of regents may provide pursuant to applicable acts of congress.

(2) The board of regents shall direct the distribution of the funds specified in subsection (1) on the basis of the budgets approved by the board of regents. The funds earned by the mill levy specified in subsection (1) (b) shall be credited to the vocational-technical center account in the unrestricted subfund of the current fund in the state treasury.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 961.3 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 1, 1987

Section: 961.3 Vocational Technical Education Issued: August 7, 1987
Center funding;
non-general funds

Approved: *P C Tundon*

Statutory authority:

Chapter 658, Montana Session Laws 1987, House Bill 39

Section 19. Vocational-technical center funding -- nongeneral fund money expended first -- reversion of general fund money.

(1) The board of regents shall request the establishment of the appropriate accounts for the vocational-technical center system in the state treasury. These accounts shall be established in the appropriate state treasury funds as determined by the department of administration. All money prescribed and received under the provisions of 20-7-324 shall be credited to these accounts. The expenditure of the money deposited in the state treasury shall be made in accordance with procedures established by the department of administration. Such expenditures shall be made under the budget and for the programs approved by the board of regents under the financial administration provisions of this title.

(2) A vocational-technical center shall apply expenditures against nongeneral fund money wherever possible before using state general fund appropriations. All state general fund money appropriated or disbursed to a vocational-technical center which are unexpended at fiscal year end shall revert to the state general fund.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 961.4 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 1, 1987

Section: 961.4 Vocational Technical Education Issued: August 7, 1987
Adult basic education
accounts

Approved: 

Statutory authority:

Chapter 658, Montana Session Laws 1987, House Bill 39

Section 24. Vocational-technical center and adult basic education programs account established. There is within the state special revenue fund a vocational-technical center and adult basic education account. Money is paid into the account under 90-6-211. The state treasurer shall draw warrants payable from this account upon order of the superintendent of public instruction or the board of regents up to the amount provided for each under 90-6-211 by the biennium budget passed by the legislature.

0475Z

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 961.6 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 1, 1987

Section: 961.6 Vocational Technical Education Issued: August 7, 1987
Local impact and education
trust fund

Approved: *OC Jordan*

Statutory authority:

Chapter 658, Montana Session Laws 1987, House Bill 39

Section 26. Disposition of interest from unexpended balance. The unexpended balance in the local impact and education trust fund account shall be invested as provided by statute by the board of investments. Of the income from such investments each year 10% shall be paid into the state special revenue fund for use by the superintendent of public instruction for purposes of adult basic education programs in the state and for use by the board of regents for vocational-technical center education programs in the state, as provided in the biennium budget passed by the legislature. Within the account under 20-9-513, the revenue is shared between the vocational-technical centers and the adult basic education programs as provided in the biennium budget passed by the legislature. Of the remaining 90% of the income from such investments, three-fourths shall be annually paid into the state special revenue fund for state equalization aid to public schools of the state and one-fourth each year shall be paid to the board of regents of higher education for use by the institutions of higher learning in the state, subject to the budgeting authority of the legislature. Except as provided in 90-6-205(5), the principal of the local impact and education trust fund shall be dedicated to education and forever remain inviolate and sacred to this purpose as provided in sections 3 and 10 of Article X of the Montana constitution.

0476Z

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

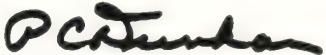
PAGE: 962 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 1, 1987

Section: 962 Vocational Technical Education
Center equipment;
transfers

Issued: August 7, 1987

Approved: 

Statutory authority:

Chapter 658, Montana Session Laws 1987, House Bill 39

Section 28. Vocational-technical center equipment. The equipment of a vocational-technical center designated prior to the effective date of this act may not be transferred from the center for 2 years without consent of the school district board of trustees that operated the center prior to the effective date of this act.

0478Z

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.1.1 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: May 16, 1996

Section: 971.1.1

Building and Maintenance
Fees; Colleges of Technology

Issued: Oct. 4, 1996

Approved: *E. Wheat*

Statutory Authority:

See 20-16-203, M.C.A.

Board policy:

1. Each student enrolled in the regular instructional program (including summer session) at a College of Technology shall be assessed a per semester credit hour building and maintenance fee consistent with the number of credits assessed for registration and incidental fees.
2. The building and maintenance fee shall be deposited in a separate Plant Fund account and may be expended in accordance with the procedures listed on pages 940.9.1 and 940.9.3.
3. A portion of the total fees collected may be designated to develop and maintain parking lots, traffic control, and to improve campus access.
4. No additional parking or motor vehicle fee shall be assessed to students attending the Colleges of Technology.

Cross-Reference:

See Section 1052.

History:

Item No. 58-7006-R0388, Building and Maintenance Fees; Montana Vocational Technical Centers, March 25, 1988; revised March 17, 1989; Item 65-7001-R0989, Inventory and Validation of Fees, Montana Vocational-Technical System, September 14, 1989; Item 58-7006-R0388 as amended June 21, 199, May 3, 1993, and May 16, 1996.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.4 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Sept. 1, 1993

Section: 971.4 Late Registration Fee;
Montana Vocational
Technical System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Statutory Authority:

See 20-16-101, M.C.A.

Board policy:

A uniform late registration fee for Montana vocational-technical centers in the amount of \$40.00 is authorized for all students. An additional late registration fee in the amount of \$40.00 is authorized for all students who, with the Center's approval, register after the 15th instructional day. Each Center is granted authority to extend the registration period or waive the late registration fee under extenuating circumstances.

History:

Item 58-7003-R0388, Late Registration Fee; Montana Vocational Technical Centers, March 25, 1988 as amended June 21, 1991 and July 8, 1993.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.5 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Mar. 25, 1988

Section: 971.5 Transcript Fee;
Montana Vocational
Technical Centers

Issued: April 4, 1988

Approved: *P.C. Dunbar*

Statutory Authority:

20-16-101, M.C.A.

Board policy:

The Montana vocational-technical centers are authorized to charge a transcript fee.

Procedures:

1. Each student may receive one (1) free official transcript.
2. For every transcript request thereafter, \$2.00 shall be charged per copy.

History:

Item No. 58-7004-R038, Transcript Fee; Montana Vocational Technical Centers, March 25, 1988.

0528Z

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.6 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Oct. 23, 1992

Section: 971.6 Fee Refund Schedule;
Montana Vocational
Technical Centers

Issued: Mar. 22, 1993

Approved: *E. Wheat*

Statutory Authority:

See 20-16-101, M.C.A.

Board policy:

Unless otherwise required by the Higher Education Act of 1965 as amended, refunds of fees in the event of withdrawal from a vocational-technical center are authorized according to the following procedures. The registration fee is non-refundable.

Procedures:

1. 75% of all remaining fees will be refunded to the end of the 5th classroom day following the close of regular registration.
2. 50% of all remaining fees will be refunded to the end of the 10th classroom day following the close of regular registration.
3. No refunds will be made after the 10th day of classes.
4. Drop/adds will be computed in accordance with regular center fee schedules. There will be no refunds for drops after 10 days of instruction.

History:

Item No. 58-7005-R0388, Fee Refund Schedule; Montana Vocational Technical Centers, March 25, 1988, as revised October 23, 1992.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.7 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Fall, 1989

Section: 971.7.1 Building and Maintenance
Fees; Montana Vocational
Technical System

Issued: Apr. 12, 1990

Approved: *P.D. Bonds*

Statutory Authority:

See 20-16-203, M.C.A.

Board policy:

1. The Montana vocational-technical centers shall charge each student enrolled in the regular instructional program (including summer session) a building and maintenance fee.

2. The fee shall be assessed using the following schedule:

<u>Semester Credit Hours</u>	<u>Semester Contact Hours</u>	<u>Fee</u>	<u>Quarter Contact Hours</u>	<u>Fee</u>
1	1-47	\$ 1.50	1-60	\$ 3.00
2	48-71	3.00	61-120	6.00
3	72-95	4.50	121-180	9.00
4	96-119	6.00	181 & above	12.00
5	120-143	7.50		
6	144-167	9.00		
7	168-191	10.50		
8	192-215	12.00		
9	216-239	13.50		
10	240-263	15.00		
11	264-287	16.50		
12 & above	288-456	18.00		

3. The fee shall be deposited in a separate Plant Fund account and spent in accordance with Regent policies.

Cross-Reference:

See Section 1052.

History:

Item No. 58-7006-R0388, Building and Maintenance Fees; Montana Vocational Technical Centers, March 25, 1988; revised March 17, 1989; Item 65-7001-R0989, Inventory and Validation of Fees, Montana Vocational-Technical System, September 14, 1989.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.7.1 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: June 1, 1993

Section: 971.7.1 Building and Maintenance
Fees; Montana Vocational
Technical System

Issued: Nov. 11, 1993

Approved: *E. Wheat*

Statutory Authority:

See 20-16-203, M.C.A.

Board policy:

1. Each student enrolled in the regular instructional program (including summer session) at a vocational-technical center shall be assessed a building and maintenance fee of \$2.50 per semester credit hour consistent with the number of credits assessed for registration and incidental fees.

2. The building and maintenance fee shall be deposited in a separate Plant Fund account and may be expended in accordance with the procedures listed on pages 971.7.2 and 971.7.4.

3. One dollar (\$1) per semester credit hour of this fee shall be designated to develop and maintain parking lots, traffic control, and to improve campus access.

4. No additional parking or motor vehicle fee shall be assessed to students attending the vocational technical centers.

Cross-Reference:

See Section 1052.

History:

Item No. 58-7006-R0388, Building and Maintenance Fees; Montana Vocational Technical Centers, March 25, 1988; revised March 17, 1989; Item 65-7001-R0989, Inventory and Validation of Fees, Montana Vocational-Technical System, September 14, 1989; Item 58-7006-R0388 as amended June 21, 1991 and May 3, 1993.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.7.2 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Nov. 11, 1993

Section: 971.7.2 Use of Plant Funds,
for Projects Under \$25,000;
Montana Vocational
Technical System

Issued: Jan. 28, 1994

Approved: *E. L. Hunt*

Statutory Authority:

See 20-16-101, M.C.A.

Board policy:

1. The director of any Montana vocational-technical center may expend plant funds up to \$25,000, including student building fee reserves, to plan, construct, renovate, equip, maintain or improve any campus buildings or facilities.

2. A summary report of such expenditures authorized in any fiscal year shall be reported to the Commissioner of Higher Education by October 15th of the next fiscal year.

History:

Item No. 58-7007-R0388, Use of Plant Funds, Including Student Building Fee Reserves, for Projects Under \$5,000; Montana Vocational Technical Centers, March 25, 1988 as amended June 21, 1991, and November 11, 1993.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.7.3 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Nov. 11, 1993

Section: 971.7.3 Use of Plant Funds
for Projects Over \$25,000;
Montana Vocational
Technical System

Issued: Jan. 28, 1994

Approved: *E. White*

Statutory Authority:

20-16-101, M.C.A.

Board policy:

The director of any Montana vocational-technical center may expend plant funds, including student building fee reserves for projects over \$25,000, in accordance with the following procedures.

Procedures:

1. Such expenditures may be used to plan, construct, renovate, equip, maintain or improve any campus buildings or facilities.
2. Expenditure requests between \$25,000 and \$50,000 for any project shall be submitted to the Commissioner for approval. Expenditure requests in excess of \$50,000 for any project shall be submitted to the Commissioner of Higher Education for approval by the Board of Regents.
3. When requests for expenditures in excess of \$25,000 have been approved, they shall be submitted to the Director of the Department of Administration.
4. Any proposed expenditure of student building fee reserves shall be consistent with appropriate laws and indentures.

History:

Item No. 58-7008-R0388, Use of Plant Funds, Including Student Building Fee Reserves, for Projects Over \$5,000; Montana Vocational Technical Centers, March 25, 1988, as amended June 21, 1991, and November 11, 1993.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.7.4 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Mar. 25, 1988

Section: 971.7.4 Building Fees, Use of;
Montana Vocational
Technical Centers

Issued: April 4, 1988

Approved: 

Statutory Authority:

20-16-101, M.C.A.

Board policy:

1. When a construction project to be financed by the use of any new or existing building fee payable by students is planned to be in excess of \$200,000, an election or survey of student opinion shall be conducted by the duly constituted student government organization on the proposition. The determination of which means of ascertaining student views is to be used shall be made by the campus administration in consultation with the student government.

2. Before any existing building fee payable by students is increased, a similar election or survey shall be held and report made.

Procedures:

1. All affected students shall be afforded the opportunity to be polled on the proposition.

2. The director of a vocational-technical center shall report the result of the election or survey to the Commissioner of Higher Education who shall apprise the Board of Regents of it to assist the Board in making its decision regarding the establishment of a new fee or major construction.

History:

Item No. 58-7009-R0388, Building Fees, Use of; Montana Vocational Centers, March 25, 1988.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.8 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Mar. 25, 1988

Section: 971.8 Motor Vehicle Registration
Fees; Montana Vocational
Technical Centers

Issued: April 4, 1988

Approved: 

Statutory Authority:

20-16-101, M.C.A.

Board policy:

The directors of the Montana vocational-technical centers are authorized to charge a motor vehicle registration fee or vehicle parking fee, or both, subject to the following procedure.

Procedures:

1. The director shall submit to the Board of Regents a request to establish or increase such a fee. The director shall include with the request a description of the procedure by which the campus student governance organization, the faculty and staff were consulted.
2. The Commissioner, on behalf of the Board, will notify the governing board of the vocational-technical center student body of the proposed fee, and invite comment on the proposal.
3. Thereafter, the Board may reject, adopt or modify the proposed fee, provided that any fee so established shall remain in effect until modified or rescinded by the Board.
4. The monies received from the fee shall be deposited in a separate Auxiliary Fund account and may be used for the development and improvement of parking lots and to strengthen the campus traffic control.

History:

Item No. 58-7010-R0388, Motor Vehicle Registration Fees; Montana Vocational Technical Centers, March 25, 1988.



MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.9 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: July 1, 1991

Section: 971.9 Returned Check Fee;
Montana Vocational
Technical System

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Statutory Authority:

20-16-101, M.C.A.

Board policy:

Each Montana vocational-technical center is authorized to charge a fee of \$15.00 for each check which is returned by a bank for insufficient funds.

History:

Item No. 58-7011-R0388, Returned Check Fee; Montana Vocational Technical Centers, March 25, 1988, as amended June 21, 1991.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.10 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Mar. 25, 1988

Section: 971.10 Course Audit Fee;
Montana Vocational
Technical Centers

Issued: April 4, 1988

Approved: 

Statutory Authority:

20-16-101, M.C.A.

Board policy:

1. Each director is authorized to assess a course audit fee to all students who elect to take a course for no credit. The student will pay the normal per contact hour fee.

2. The revenue from course audit fees shall be deposited in current operating account.

History:

Item No. 58-7012-R0388, Course Audit Fee; Montana Vocational Technical Centers, March 25, 1988.

0536Z



MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.11 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: Mar. 25, 1988

Section: 971.11 Withholding Registration,
Transcripts, and Diplomas
from Students Owing Debts;
Montana Vocational
Technical Centers

Issued: April 4, 1988

Approved: *P.C. Duncan*

Statutory Authority:

20-16-101, M.C.A.

Board policy:

1. Each director is authorized to refuse to register a student who has an overdue debt owing to the vocational-technical center.

2. Transcripts and diplomas may be withheld from any student who owes regular fees and charges.

3. The director is also authorized to refuse to register a student who has an overdue debt owing to any vocational-technical center or other university unit under the aegis of the Board of Regents. The director must have written confirmation from the business office of the campus where the obligation is owing prior to refusing to register the student.

History:

Item No. 58-7013-R0388, Withholding Registration, Transcripts, and Diplomas from Students Owing Debts; Montana Vocational Technical Centers, March 25, 1988.

0537Z

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.12 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: June 21, 1991

Section: 971.12 Computer Fee;
Montana Vocational
Technical System

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Statutory Authority:

20-16-206, M.C.A.

Board policy:

1. Each student enrolled in the regular instructional program (including summer session) at a Montana vocational-technical center shall be assessed a computer fee of \$1 per quarter credit hour (\$1.50 per semester credit hour) consistent with the number of credits assessed for registration and incidental fees.

2. The computer fee shall be deposited in a separate Plant Fund account and may be expended in accordance with the following procedures.

Procedures:

1. Expenditures shall be made for the purchase or lease of computer equipment, software, maintenance or related items which will benefit the instructional program. Expenditures may not be made for recurring personal services.

2. The director of a unit may authorize expenditures from such funds up to \$10,000.

3. Expenditures between \$10,000 and \$25,000 may be authorized by the unit director with the approval of the Commissioner of Higher Education.

4. Expenditures over \$25,000 shall be approved by the Board of Regents.

5. Each director shall establish procedures which include a computer fee advisory committee made up of a minimum of 25% students to provide for student advice in the use of these funds.

History:

Item No. 58-7014-R0388, Computer Fee; Montana Vocational Technical Centers, March 25, 1988; Item 65-7001-R0989, Inventory and Validation of Fees, Montana Vocational-Technical System, September 14, 1989; Item 58-7014-R0388 as amended June 21, 1991.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.13 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: June 21, 1991

Section: 971.13 Equipment fee; Montana
Vocational Technical System

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

1. Each student enrolled in the regular instructional program (including summer session) at a vocational-technical center shall be assessed an equipment fee of \$1 per quarter credit hour (\$1.50 per semester credit hour) consistent with the number of credits assessed for registration and incidental fees.

2. The equipment fee shall be deposited in a separate Plant Fund account and may be expended in accordance with the following procedures.

Procedures:

1. Expenditures shall be made for the purchase or lease of equipment which will provide a primary benefit to the educational program including library and other related capital acquisitions. Expenditures may be made for the purchase, lease, or maintenance of equipment.

2. The director of a center may authorize expenditures from such funds up to \$10,000.

3. Expenditures between \$10,000 and \$25,000 may be authorized by the center director with the approval of the Commissioner of Higher Education.

4. Expenditures over \$25,000 shall be approved by the Board of Regents.

5. Commitments for bonding or lease/purchase agreements must be approved by the Board of Regents.

6. A report on the proceeds, expenditures, and pledged commitments of the equipment fee shall be submitted annually to the Commissioner of Higher Education.

History:

Item 71-002/7002-R0691, Equipment fee, Montana University System and Vocational Technical System, June 21, 1991.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 971.14 (1 of 1)

SUBJECT: FINANCIAL AFFAIRS

Effective: June 21, 1991

Section: 971.14 Faculty fee waiver;
Montana Vocational
Technical System

Issued: Oct. 11, 1991

Approved: *E. Wheat*

Board policy:

Faculty Fee Waiver. Tuition may be waived for vocational-technical center faculty members who are at least 3/4 time salaried employees on the date of registration. Each unit may at its discretion also waive other fees, but in no case may registration and building fees be waived. Each unit may adopt regulations to limit the amount of credit an employee or staff member may register for and to control the times at which courses may be taken.

History:

Item 71-7004-R0691, Faculty Fee Waiver, Montana Vocational Technical System, June 21, 1991.

1000
PHYSICAL
PLANT

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 1001 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: February 6, 1998

Section: 1001 Index

Issued: February 6, 1998

Approved: *E. Hale*

<u>Section</u>	<u>Subject</u>	<u>Last Date Issued</u>
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MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 1002.1 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: Mar. 23, 1994

Section: 1002.1

Vehicle regulations and
parking; Montana University System

Issued: Sept. 28, 1994

Approved: *E. Wheat*

Statutory authority:

See 20-25-312 MCA and 49-4-307 MCA

Board policy:

1. The presidents of the units of the Montana University System are authorized to enforce rules and regulations concerning the parking and operation of vehicles upon the grounds, streets, drives and alleys of each campus.

2. Except as noted in section 3 below, fines for violations of campus parking and vehicle regulations may be assessed in amounts not to exceed \$10 per offense.

3. The fine for parking illegally in a designated parking zone reserved for a person with a disability shall be \$100. Each campus shall post notice of the fine.

Cross Reference:

See section 940.11

History:

Item 219-004, July 12, 1971; Item 220-002, September 13, 1971; as superseded by Item 2-010-R1073, October 19, 1973, Board of Regents Minutes, December 12, 1978, and Item 69-003-R0990, September 14, 1990 as revised September 23, 1993 and March 24, 1994.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 1002.2 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: Mar. 25, 1988

Section: 1002.2 Vehicle Regulations and
Parking; Montana Vocational
Technical Centers

Issued: April 4, 1988

Approved: 

Statutory Authority:

20-16-101, M.C.A.

Board policy:

The directors of the Montana vocational-technical centers are authorized to enforce the rules and regulations concerning the parking and operation of vehicles upon the grounds, streets, drives and alleys of each campus.

Procedures:

Rules adopted by the units shall be published and a copy of such rules shall be filed with the Commissioner of Higher Education.

History:

Item No. 58-7015-R0388, Vehicle Regulations and Parking; Montana Vocational Technical Centers, March, 25, 1988.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 1003.1 (1 of 3)

SUBJECT: PHYSICAL PLANT

Effective: June 20, 1986

Section: 1003.1 Long-range
building program

Issued: Aug. 8, 1986

Approved: *P.C. Durkin*

Board policy:

1. The following projects constitute the current long-range building plan of the Montana University System.

<u>Priority</u>	<u>Project</u>	<u>Unit Priority</u>	<u>Estimated Cost</u>	<u>Other Funds</u>
<u>Health & Safety</u>				
1	Eliminate PCB	(EMC - 1)	20,000	
2	Health & Safety Projects & Hood Systems in the Existing Labs of the Metallurgy Building	(Tech - 1)	124,000*	
3	Exhaust System - Farm Mechanics	(NMC - 5)	50,000	
4	Alarm System - Repair & Install	(WMC - 1)	35,000	
5	Alarm System - Repair & Renovate	(MSU - 5)	38,000	
6	Engineering Study - Tunnel Subsidence	(Tech - 3)	12,000	
Subtotal			279,000	

Major Maintenance

7	Roofs - Montana University System		930,000	
Includes				
	(Tech - 5)	227,000		
	(MSU - 2)	395,500		
	(EMC - 4)	65,000		
	(NMC - 10)	50,000		
	(WMC - 2)	25,000		
	(UM - 7)	167,500		
8	Heating Control - Old Main	(WMC - 4)	20,000	
9	Temperature Controls	(UM - 14)	282,000	
10	Exterior Doors & Vestibules	(WMC - 5)	14,000	
11	Sidewalk Replacements	(WMC - 7)	48,100	
12	Major Maintenance	(AES - 3)	160,000	
Subtotal			1,454,100	

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PAGE: 1003.1 (2 of 3)

SUBJECT: PHYSICAL PLANT

Effective: June 20, 1986

Section: 1003.1 Long-range
building program

Issued: Aug. 8, 1986

Approved: *P.C. Dunbar*

<u>Priority</u>	<u>Project</u>	<u>Unit Priority</u>	<u>Estimated Cost</u>	<u>Other Funds</u>
<u>Renovations (Utility Systems)</u>				
13	Electric Loop	(Tech - 9)	370,000**	(?)
14	Utilities	(UM - 12)	194,200	32,800
15	Improve Electrical Distribution	(MSU - 3)	1,229,300	623,900
16	Control Valve & Steam Line Replacement	(WMC - 6)	50,000	
	Subtotal		1,843,500	656,700

*Health & Safety Projects - Tech's No. 1 Priority - \$99,000
Metallurgy Building Renovation - Tech No. 2 Priority includes
remodeling the hood system in the existing laboratories - \$25,000.
Combined Projects - \$124,000

**Amount may be reduced, project includes services to auxiliary
enterprise buildings.

Renovations & Additions

17	Art Annex	(UM - 20)	200,000	
18	Window Replacement	(EMC - 6)	272,000	
19	Cowan Hall	(NMC - 2)	214,500	
20	Arts Area Modifications	(EMC - 8)	55,000	
21	Science Complex	(UM - 18)	420,000	
22	Replace Windows - Cowan Hall	(NMC - 6)	150,000	
	Subtotal		1,311,500	

Handicapped Accessibility Projects

23	Handicap Lift	(EMC - 2)	10,000	
24	Accessibility & Mobility	(MSU - 8)	107,000	
25	Building Modifications	(EMC - 2)	50,000	
26	Miscellaneous Campuswide Projects	(UM - 10)	254,600	
27	Library Elevator	(WMC - 8)	90,800	
	Subtotal		512,400	

TOTAL excluding new construction 5,400,500 656,700

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PAGE: 1003.1 (3 of 3)

SUBJECT: PHYSICAL PLANT

Effective: June 20, 1986

Section: 1003.1 Long-range
building program

Issued: Aug. 8, 1986

Approved: *P.C. Dunbar*

At their June 19-20, 1986 meeting, the Board of Regents approved and prioritized the following new construction projects:

1. Engineering/Physical Science Building	MSU	\$18,000,000
2. Business Administration Building	UM	12,500,000
3. General Classrooms & Office Building	EMC	16,750,000
4. Multi-Use Technology Building	NMC	7,041,000

The Board further agreed to submit the first two projects to the Governor as part of their Long Range Building Program request, namely the Engineering/Physical Science Building, MSU, and Business Administration Building, UM.

The Board of Regents approved and requests legislative authorization for the Energy Management Control System at MSU in the amount of \$1,890,000. The project would be funded from other funds.

2. Students shall be represented on institutional committees of each unit having long-range building program planning responsibilities.

History:

Item 14-002-R0976, Sept. 13, 1976 as amended October 29, 1976 and further amended February 14, 1977; Item 3-007-R1273, Building Fees, Montana University System, December 10, 1973, as amended January 16, 1978; Board Minutes, Sept. 11, 1978, July 22, 1980, July 30, 1982, June 12, 1984 and June 20, 1986.

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PAGE: 1003.2 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: April 21, 1980

Section: 1003.2 Property management;
community colleges

Issued: May 15, 1980

Approved: *O. C. [Signature]*

Board policy:

Prior to the purchase, lease or sale of real property or the construction, enlargement, alteration, repair or acquisition of school buildings or dormitories which involve the expenditure of money directly appropriated by the legislature, the boards of trustees of community colleges must first obtain approval from the Board of Regents of Higher Education.

History:

Item 4-010-R0474, April 8, 1974, as revised April 21, 1980.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 1003.3 (1 of 2)

SUBJECT: PHYSICAL PLANT

Effective: Dec. 13, 1990

Section: 1003.3 Property Management;
Montana University System

Issued: Dec. 26, 1990

Approved: *P. D. Brooks*

Board policy:

1. The president of a unit of the Montana University System shall be responsible for the management of all real property of that unit in accordance with the following procedures.

Procedures:

1. The acquisition and/or disposition of any possessory interest in real property shall be submitted to the Board of Regents by the Commissioner of Higher Education.

2. Approval is not required for leases not exceeding in duration the period covered by the biennial budget.

3. Approval is not required for agreements merely for the use of facilities.

4. An inventory of real property shall be maintained in such detail as the Commissioner of Higher Education shall direct.

5.

a. When property is being purchased, a minimum of two appraisals shall be secured and made available for consideration by the Board at the time the authorization for purchase of the property is submitted to the Board, except for tax delinquent property which already has a value established on it by the county, in which case the value so established will be that to be considered by the Board. When the Board has adopted specific procedures by which property may be purchased within a clearly defined area, such procedures shall supersede this subsection.

b. When property is being sold the campus shall give public notice of such sale so as to assure interested parties a reasonable opportunity to respond. In no case may property be disposed of for less than full market value or its equivalent.

6. Wherever possible, local zoning ordinances shall be observed.

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PAGE: 1003.3 (2 of 2)

SUBJECT: PHYSICAL PLANT

Effective: Dec. 13, 1990

Section: 1003.3 Property Management;
Montana University System

Issued: Dec. 26, 1990

Approved: *P. D. Smith*

7. A campus development plan shall be revised periodically.

History:

Item 218-002, April 12, 1971, as superseded by Item 3-008-R1273, December 10, 1973, as revised April 13, 1981, May 6, 1988 and December 13, 1990.

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MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 1003.3.1 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: April 16, 1982

Section: 1003.3.1 Proceeds From
Natural Resource Interests

Issued: April 30, 1982

Approved: *P.C. Dunkan*

Board Policy:

1. The presidents of the units of the Montana University System are authorized to deposit in Plant Funds the proceeds from oil, gas, coal, minerals, timber or other natural resource interests derived from certain real property owned by the units. Such proceeds will be dedicated to the improvement of real property or physical plants of the respective units. The units may invest the proceeds and the interest shall be added to the plant fund account.

2. This policy does not apply to real property held for investment purposes under the administrative authority of the State Department of Lands.

History

Item 30-005-R0281, Custodial Transfer of Natural Resource Interests to Unit Foundations for Management Purposes; Montana University System, April 13, 1981. (Rescinded)

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 1003.4 (1 of 2)

SUBJECT: PHYSICAL PLANT

Effective: January 7, 1980

Section: 1003.4 Capital improvement projects

Issued: January 25, 1980

Approved: *P. C. Durbin*

Board policy:

The following procedures for handling capital improvements at units of the Montana University System shall be followed.

Procedures:

1. All proposals for capital improvements requiring architectural and engineering services shall be forwarded to the Office of the Commissioner of Higher Education.

2. The selection of architects and/or engineers shall be made as follows:

(A) Projects costing between \$25,000 and \$100,000:

(1) If the project is estimated to cost between \$25,000 and \$100,000, the unit shall recommend three firms in priority order to the Commissioner of Higher Education who, if he concurs, shall submit the recommendation to the Director, Department of Administration. Should he not concur he will, in cooperation with the unit president, arrive at mutually agreeable recommendations.

(2) If, in the opinion of the Commissioner of Higher Education the project is a unique type that would attract considerable interest among Montana architect/engineers, he will request the Department of Administration to advertise for professional services and interview those firms expressing interest.

(B) Projects costing more than \$100,000:

(1) If the project is estimated to cost more than \$100,000, modified architect/engineer selection procedures of the State of Montana shall be used with the following additions to the interview process:

(a) the preselection committee shall include a representative from the appropriate unit and a representative of the Commissioner of Higher Education.

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PAGE: 1003.4 (2 of 2)

SUBJECT: PHYSICAL PLANT

Effective: January 7, 1980

Section: 1003.4 Capital improvement projects

Issued: January 25, 1980

Approved: *P.C. Tinsley*

(b) The interview team shall consist of the president's designees and a representative of the Commissioner of Higher Education. There shall be faculty and student representation on the unit's interview team.

(c) From the firms interviewed three shall be selected and recommended to the Commissioner of Higher Education in priority order by the president. If he concurs the commissioner shall, with the consent of the Chairman of the Capital Construction Committee, recommend the three to the Director, Department of Administration. Should he not concur he will, in cooperation with the president, arrive at mutually agreed recommendations.

3. The unit shall prepare an outline program for each project. This outline will be submitted to the Commissioner of Higher Education at the time recommendations for architectural appointments are made. It shall include: a. a statement of the scope of the project in sufficient detail to delineate major design requirements and b. budget limitations.

4. Students shall be represented on institutional committees planning specific building projects for each unit.

History:

Item 3-020-R0174, January 14, 1974, as revised July 11, 1977;
Item 3-007-R1273, Policy on Building Fees, Montana University System,
December 10, 1973, as amended January 16, 1978 and January 7, 1980.

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PAGE: 1003.4.2 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: January 7, 1980

Section: 1003.4.2 Capital construction bids
exceeding authorization;
Montana University System

Issued: January 25, 1980

Approved: *P.C. Dunder*

Board policy:

1. When bids for capital construction projects which have been approved by the Board of Regents exceed the authorized project funds, the following procedures shall apply.

Procedures:

1. Bids exceeding project authorization by less than 10%. If the acceptable bid is less than 10% over the amount authorized by the Board of Regents, the Capital Construction Committee by majority vote may approve the additional authorization upon the recommendation of the Commissioner of Higher Education.

The Commissioner shall certify that funds are available and provide necessary written documentation in advance.

The action of the Committee shall be reported to the next meeting of the Board of Regents.

2. Bids exceeding project authorization by 10% or more. If the acceptable bid is 10% or more over the amount authorized by the Board of Regents the matter shall be referred to the Board of Regents for approval of the additional authorization.

The Commissioner shall provide necessary written documentation in advance.

History:

Item 26-011-R0180, Capital construction bids exceeding authorization, Montana University System, January 7, 1980.

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PAGE: 1003.5 (1 of 2)

SUBJECT: PHYSICAL PLANT

Effective: June 21, 1985

Section: 1003.5 Designation of heritage property and removal, demolition, or substantial alteration of University System property Issued: July 15, 1985

Approved: *P. C. Durbin*

Board policy:

The identification of University System property for consideration as heritage property under Montana law shall be done pursuant to this policy. Property not so identified may not be designated as heritage property.

Prior to the removal, demolition, or substantial alteration of any property owned by the Montana University System or any of the units, the entity planning such removal, demolition, or substantial alteration shall comply with the provisions of this policy.

Procedure:

(1) The Commissioner of Higher Education, working with unit presidents, shall identify heritage properties. If the Commissioner, with the concurrence of the unit president, believes that property identified as heritage property should be submitted to the Historic Preservation Review Board for addition to the state inventory, the Commissioner shall so recommend to the Board of Regents. If the Regents concur, the Regents shall submit the recommendation to the Review Board for approval or disapproval pursuant to 22-3-422, MCA. Regardless of the decision of the Review Board, the units shall continue to comply with the requirements of subsection (2) of this policy so long as the property continues to be identified as heritage property by the System.

(2) If the property is identified by the Commissioner as heritage property pursuant to subsection (1), it is then necessary to comply with the remainder of this policy. If the property is not identified as heritage property, then such determination constitutes compliance with this policy, and subject to compliance with other applicable policies, the removal, demolition, or substantial alteration may proceed.

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PAGE: 1003.5 (2 of 2)

SUBJECT: PHYSICAL PLANT

Effective: June 21, 1985

Section: 1003.5 Designation of heritage property and removal, demolition or substantial alteration of University System property

Approved:

G. C. Dunbar

If property is identified as heritage property, the following steps shall be taken;

(a) The historic preservation office within the Montana Historical Society shall be notified of the planned action and be permitted 15 working days to comment.

(b) If there is a local historical society, the society shall be notified of the planned action and be permitted 15 working days to comment.

(c) At the building or construction site, a notice of the planned action shall be given for a 2-week period, followed by a 15-working-day period for public comment. Notice shall also be given in a paper of local circulation three times during a 2-week period, followed by a 15-working-day period for public comment.

(d) The comment shall be examined, and all comments, including those opposing the planned action or suggesting alternatives, shall be considered. The planned actions may then be implemented or modified.

(e) The historic preservation office shall be notified of the final plan of action.

(f) Consideration shall be given to alternatives to the removal or demolition of property identified as heritage property. In plans involving substantial alteration, consideration shall be given to alternatives that would permit the property to retain its heritage property characteristics.

History:

Item 44-002-R0784, Removal, demolition or substantial alteration of University System buildings as revised June 21, 1985.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 1003.6 (1 of 3)

SUBJECT: PHYSICAL PLANT

Effective: Jan. 29, 1998

Section: 1003.6 Transfers of Interests in Real Property

Issued: Feb. 6, 1998

Approved: *E. Dale*

I. Sale of Land

- A. All sales of University System land must be approved by the Board of Regents. Such sales must be preceded by the following:
 - 1. An appraisal by a certified or licensed appraiser or, if the property is worth less than \$10,000, a limited or restricted appraisal.
 - 2. A request for proposals to purchase the land published no less than once a week for four consecutive weeks in a newspaper of general circulation published in the county where the land is situated. If a newspaper of general circulation is not published in that county, any paper of general circulation within the county may be used for the notice.
 - 3. The public notice must describe the land to be sold, its appraised value, the procedure for securing a copy of the request for proposal, the terms and conditions of sale, and the criteria upon which each proposal will be evaluated.
- B. No sale shall be approved unless full market value is received and the sale is in the best interests of the University System as determined by the Regents. The sale need not be made to the highest bidder if some other offer is more advantageous to the System. The land shall be conveyed by the Regents without covenant of warranty.
- C. Subsequent to the Regents' approval and prior to closing the sale will be submitted to the Board of Land Commissioners for review.

II. Exchanges of Land

- A. All exchanges of University System land must be approved by the Board of Regents. Such exchanges must be preceded by the following:
 - 1. An appraisal by a certified or licensed appraiser or, if the property is worth less than \$10,000, a limited or restricted appraisal.
 - 2. Public notice of the proposed land exchange published no less than once a week for four consecutive weeks in a newspaper of general circulation in the county or counties wherein the exchanged parcels are situated.

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SUBJECT: PHYSICAL PLANT

Effective: Jan. 29, 1998

Section: 1003.6 Transfers of Interests in Real Property

Issued: Feb. 6, 1998

Approved: *E. Dale*

3. If requested by any person, a public hearing in the area where the state land to be conveyed is located.

B. No exchange shall be approved unless full market value is received for the land being conveyed and the exchange is in the best interests of the University System as determined by the Regents. The land shall be conveyed by the Regents without covenant of warranty.

C. Subsequent to the Regents' approval and prior to closing the exchange will be submitted to the Board of Land Commissioners for review.

III. Lease

The initial lease of University System real property shall be submitted to the Regents for approval if the lease is for a term in excess of two years. Renewals of such leases need not be resubmitted for approval unless there is a substantive change in the provisions of the lease.

IV. Easements

All easements encumbering University System land must be approved by the Board of Regents. The easement shall only be approved if the System receives fair value for the easement. Benefit to the affected campus may be taken into account when determining fair value.

V. Acquisition by Purchase or Gift

A. All acquisitions of land by or for any unit of the University System must be approved by the Regents except as provided for in Subsection B. below. When property is being purchased the Regents shall be informed of estimates of fair market value established either by

1. Two appraisals.

2. Any other process which gives the Regents reasonable assurance of the reliability of the derived value.

B. When the Regents have adopted a specific procedure by which property may be purchased within a clearly defined area, denoted as a property acquisition zone, such procedures shall supersede this section.

VI. Other Requirements

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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SUBJECT: PHYSICAL PLANT

Effective: Jan. 29, 1998

Section: 1003.6 Transfers of Interests in Real Property

Issued: Feb. 6, 1998

Approved: *E. Dale*

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- A. If land to be sold or exchanged contains designated heritage property the unit shall consult with the state Historic Preservation Officer to mitigate, if practical, any deleterious effect the sale or transfer may have on the heritage property.
 - B. If a transfer of an interest in University System real property significantly affects the quality of the human environment, an environmental impact statement (EIS) shall be prepared in conformance with 75-1-201, MCA. In order to determine whether an EIS is required, an environmental assessment (EA) shall be prepared in conformance with 17.4.609, ARM, unless the transfer in question is defined as a "categorical exclusion."
 - 1. For purposes of this policy a categorical exclusion is any transfer of an interest in real property which
 - a. contemplates no significant change in the existing use of the land; or
 - b. contemplates no significant change in existing land use patterns; or
 - c. any future uses of the land will be governed by local zoning ordinances; or
 - d. fits within the definition of categorical exclusion found at 17.4.607(5), ARM; or
 - e. is an action primarily social or economic in nature that does not otherwise affect the human environment; or
 - f. is an integral part of a project for which some other entity has done either an environmental assessment or an environmental impact statement.

- VII. Nothing herein shall be construed as a waiver or delegation of any authority possessed by the Board of Regents under the constitution or any statute and submission of transactions to the Board of Land Commissioners for review is done in furtherance of comity among state governmental entities only and not as an acknowledgment of any legal right, obligation or requirement.

History:

Item 93-002-R1196, Transfers of Interests in Real Property (NEW), approved by the Board of Regents on January 23, 1997; as amended on January 29, 1998.

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PAGE: 1004.1 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: July 12, 1976

Section: 1004.1 Naming of Buildings

Issued: May 25, 1977

Approved: *P.C. Dunbar*

Board policy:

1. All buildings of the Montana University System may be named after or dedicated in honor of outstanding persons, or for an academic subject field, subject to the following rules and definitions.

Procedures:

1. No building may be named after or dedicated in honor of any person presently associated with the institution.

2. University administrators at each unit of the Montana University System shall establish an administrative process for receiving and handling recommendations or proposals relating to the naming of buildings. Final recommendations will then be submitted to the Board of Regents for approval.

3. Service facilities for maintenance or storage, or leased or rented facilities shall be excluded from this policy and shall not be named for persons or academic fields.

Definitions:

1. University buildings shall mean all administrative, academic (including research), housing, dormitories and student service buildings owned by the State of Montana and subject to the exclusive use of the Montana University System.

History:

Item 204-007, November 27, 1967, as superseded by Item 2-014-R1073, October 19, 1973, and revised March 23, 1976.



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PAGE: 1005.1 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: Sept. 13, 1976

Section: 1005.1 Access; physically
handicapped

Issued: May 25, 1977

Approved: *P.C. Dushan*

Board policy:

No otherwise qualified person in Montana should, solely by reason of his physical handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination, insofar as the academic programs in the Montana University System are concerned.

History:

Item 14-001-R0976, September 13, 1976.



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PAGE: 1005.2 (1 of 4)

SUBJECT: PHYSICAL PLANT

Effective: July 29, 1983

Section: 1005.2 Restricting access
to campus property

Issued: Aug. 22, 1983

Approved: *G.C. Tush*

Board policy:

I. Purpose

A. It is the purpose of this policy to provide a lawful and expedient means of excluding from a unit's campus, buildings or other facilities, persons who commit overt, physical acts of violence or who substantially and materially disrupt or interfere with the orderly operation of the unit.

II. General Grant of Authority

A. The president of each institution of the Montana University System is authorized to designate individual(s) who shall have responsibility and authority for the immediate supervision, management and control of the unit's buildings and other property. Such responsibility and authority shall include the right to prohibit, limit or otherwise restrict access, occupancy, possession or use of said buildings, facilities or other property as may be necessary for the safety and security of the unit's property, students, employees, guests and other invitees; and as may otherwise be necessary to provide for the orderly conduct of the unit's educational, research and service mission as is consistent with law and the unit's identity and operation as a state institution of higher education.

B. The above described authority for the immediate supervision, management and control of university buildings and other university property shall include, but not be limited to, the right to prohibit or otherwise restrict access, occupation or possession of said property; and to initiate or otherwise authorize administrative, civil and/or criminal prosecution of persons or entities who violate any directive, policy or other regulation governing the use, occupancy or possession of said property. Nothing contained herein is intended, nor may it be construed so as to authorize the punishment of, or other restriction upon, the content of speech (unless it constitutes an incitement to violence) as opposed to conduct. Provided, however, conduct which, although entwined in speech, is physically incompatible with the peaceful functioning of the campus, may be so punished or restricted.

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PAGE: 1005.2 (2 of 4)

SUBJECT: PHYSICAL PLANT

Effective: July 29, 1983

Section: 1005.2 Restricting access
to campus property

Issued: Aug. 22, 1983

Approved: *P. C. Anderson*

III. Withdrawal of Permission to Remain on Campus

A. Whenever there is reasonable cause to believe that a person, who otherwise has consent to remain on campus, is engaged (or threatens to engage) in physically-disruptive conduct which interferes with the orderly operation of a unit's campus or its programs, buildings or other facilities, or is proscribed by law, the president of said unit or an officer or employee designated by him may notify said person that consent to remain on or within the unit's campus, buildings, or other facilities has been withdrawn.

1. Whenever the withdrawal of consent relates to campus property or facilities which are generally open or accessible to the public-at-large (e.g. streets, alleyways, parking lots, etc.), said withdrawal of consent shall, whenever reasonably possible (in light of the seriousness and immediacy of the interference or disruption and other attending circumstances), be preceded by a notice and opportunity for a hearing before a unit office or tribunal designated for this purpose.

2. Whenever it reasonably appears that the continued presence of any person, who otherwise has consent to remain on the campus or within a campus building or other facility constitutes an immediate, substantial and material threat of significant injury to, or interference with, persons, property or the orderly operation of the unit, consent to remain therein shall be summarily withdrawn. In the event a summary withdrawal of consent is made, the following procedures shall be adhered to:

a. Whenever consent is summarily withdrawn by a unit employee other than the president, the employee withdrawing the consent shall, as soon as is reasonably possible, submit a written report to the president, which report shall contain the following:

(1) The description of the person from whom consent was summarily withdrawn, including, if available, the person's name, address and phone number; and

(2) A statement of the facts giving rise to the withdrawal of consent.

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SUBJECT: PHYSICAL PLANT

Effective: July 29, 1983

Section: 1005.2 Restricting access
to campus property

Issued: Aug. 22, 1983

Approved: *P.C. Thun*

b. If the president or, in his absence, a person designated to act in his stead, upon reviewing the report finds that there was reasonable cause to believe that such person was engaged (or threatened to engage) in physically-disruptive conduct which interferes with the orderly operation of the campus, or any of its programs, buildings or other facilities, or which is proscribed by law, he may confirm the withdrawal of consent. If the president or, in his absence, the person designated by him, does not confirm the withdrawal of consent within 24 hours after the time that consent was withdrawn, the withdrawal of consent shall, thereafter, be deemed void and of no force or effect. Provided, however, any criminal, civil or administrative charge or other action made or taken during such 24-hour period shall not, for this reason, be deemed to be invalid or unenforceable.

B. Any person from whom consent has been withdrawn may, at any time, submit a written request to the president (or his designee) for a hearing on the withdrawal and reinstatement of consent. If he/she elects to do so, such request shall state the address to which notice of hearing is to be sent. Upon receipt of said notice, the president (or his designee) shall grant an opportunity for a hearing not later than seven days from the date of receipt thereof and shall mail a written notice of the time, place, and date of said hearing to such person at the address specified in the request. Consent shall be reinstated whenever it reasonably appears that the presence of the person from whom consent was withdrawn will no longer disrupt the orderly operation of the campus, its programs, buildings or other facilities. The decision of the president to deny reinstatement shall be appealable pursuant to Section 203.5.2 of the Montana University System Policy and Procedures Manual.

C. Any person who has been notified that (1) consent to remain on the campus or within its buildings or other facilities has been withdrawn; (2) who has not had such consent reinstated; and (3) who willfully and knowingly enters or remains upon or within such campus, buildings or facilities during the period for which consent has been withdrawn shall be deemed to be without right, permission, or authority to do so. This subdivision does not apply to any person who enters or remains on such campus or facility for the sole purpose of attending a hearing on the withdrawal.

MONTANA UNIVERSITY SYSTEM

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PAGE: 1005.2 (4 of 4)

SUBJECT: PHYSICAL PLANT

Effective: July 29, 1983

Section: 1005.2 Restricting access
to campus property

Issued: Aug. 22, 1983

Approved: *P.C. Dunbar*

IV. Alternative Procedures Not Preempted

A. This policy shall not affect the power of any unit to suspend, dismiss, expel or other wise discipline any student or employee at such university or college under alternative student disciplinary procedures.

History:

Item 39-003-R0683, Restricting Access to Campus Property, Montana University System, July 29, 1983.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 1006 (1 of 2)

SUBJECT: PHYSICAL PLANT

Effective: Aug. 2, 1991

Section: 1006 Security Operations

Issued: Oct. 11, 1991

Approved: *EWheat*

Board policy:

1. The president of each unit of Montana University System shall have general control and direction of the security department of his/her unit in accordance with unit policies submitted to the Board of Regents of Higher Education. A unit may contract with private security companies for the provision of security services.

2. (a) The presidents of the units may authorize security department officers to carry firearms between 5:00 p.m. and 8:00 a.m. and at any time when guarding money or other valuables.

(b) Security department officers of a campus may carry firearms at times other than those specified in subsection 2(a) if the Board has specifically approved a policy for the campus which indicates the times and conditions under which firearms may be carried. The student body government on the campus covered by the policy shall be given an opportunity to present its position on the policy to the Board of REgents prior to adoption. The policy may not be amended except by action of the Board of Regents.

3. Except as provided in subsection 4, only the following may carry firearms on or at any unit of the Montana University System:

(a) those persons who are acting in the capacity of security department officers and who:
who have successfully completed the basic course in law enforcement conducted by the Montana Law Enforcement Academy or an equivalent course conducted by another state agency and recognized as such by the Crime Control Division of the Montana Department of Justice; or;

have passed the state approved equivalency examination administered by the Montana Law Enforcement Academy;
and

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 1006 (2 of 2)

SUBJECT: PHYSICAL PLANT

Effective: Aug. 2, 1991

Section: 1006 Security Operations

Issued: Oct. 11, 1991

Approved: *EWheat*

(b) those persons who are employees of a contracted private security company and who are registered to carry firearms pursuant to Title 37, Chapter 60, MCA.

4. Each unit may establish regulations governing the transportation and storage of firearms on campus. Each president shall file a copy of such regulations with the Commissioner of Higher Education.

History:

Item 7-002-R0175, Authorization for Presidents to Appoint Security Personnel, January 16, 1975 as revised September 14, 1981, June 28, 1982, September 14, 1984, and August 2, 1991.

Cross reference:

See also Section 702.3, Appointment, Campus personnel.

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 1007 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: April 13, 1981

Section: 1007 Lease of campus property

Issued: Aug. 10, 1981

Approved: *P.C. Smith*

Board policy:

1. All leases of campus property for periods exceeding in duration the period covered by the biennial budget, except housing agreements, must be approved by the Board of Regents.
2. No lease shall exceed 20 years, including options to renew.
3. Lease agreements shall contain a restriction prohibiting the lessee from making material alterations or improvements on or to the leased property without prior written authorization of the President. Any alterations or improvements must conform to the aesthetics of the campus.

History:

Item 29-001-R1080, Lease of Campus Property; Montana University System, October 31, 1980; Item 3-008-R1273 as revised April 13, 1981.

Cross reference:

See Section 1003.3.

Policy and Procedures Manual

PAGE: 1008 (1 of 1)

SUBJECT: PHYSICAL FACILITIES

Effective: Oct. 31, 1980

Section: 1008 Use of campus facilities

Issued: Nov. 14, 1980

Approved: *AC. [Signature]*Board policy:

1. Units of the Montana University System may permit use of campus facilities by persons or groups not associated with the schools. The units may establish their own policies for use of facilities, which must include and not conflict with the following requirements:

a. use of facilities by anyone not associated with the unit shall not disrupt regular academic programs or activities of the unit;

b. students, faculty, staff and organizations affiliated with the unit shall have priority in the use of facilities over anyone not associated with the unit;

c. any person or organization not affiliated with the unit, requesting a special use of campus facilities, shall submit such a request in writing on a form supplied by the school. The person or organization shall assume responsibility for the activity and shall be required to release the school from liability or obtain liability insurance. This section does not apply to regularly scheduled uses of recreational facilities which are open to the public.

d. Fees. Rents and charges for use of a particular facility may be assessed in amounts sufficient to offset costs of the use of the facility to the institution. The unit may also require a deposit to cover possible damage resulting from the use of the facility.

e. No solicitation. Solicitation of funds by any person or organization unaffiliated with the school may not be conducted on the campus, unless prior permission is granted in writing by the President or his designee.

f. Commercial activities. No commercial activity or event involving the sale of goods and services, the proceeds from which inure to the benefit of a person or organization not associated with the unit, and no sale of food or beverages shall be permitted on campus property unless permission is granted in writing by the President or his designee.

2. If a unit develops a separate policy, it shall be filed with the University System for information.

History:

Item 29-002-R1080, Use of campus facilities, Montana University System, October 31, 1980.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 1009.1 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: Sept. 16, 1983

Section: 1009.1 Campus health and
safety; policies

Issued: Sept. 23, 1983

Approved: *P.C. Dunham*

Board policy:

Each unit shall develop a campus health and safety policy. This policy should establish a mechanism for the identification of existing and potential threats to the health and safety of persons on campus and for the elimination or reduction of such threats.

The unit health and safety policy should contain provisions for cooperation with local emergency services personnel and a plan for efficient, effective coordination of efforts with such personnel. Campus procedures for dealing with emergencies (e.g. fires, large accidents, etc.) should be established.

History:

Item 40-001-R0783, Campus Health and Safety; Montana University System, September 29, 1983

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Policy and Procedures Manual

PAGE: 1051 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: July 1, 1987

Section: 1051 Vocational Technical Education
Center property; lease or
purchase

Issued: August 7, 1987

Approved: *PC Dunder*

Statutory authority:

Chapter 658, Montana Session Laws 1987, House Bill 39

Section 16. Lease or purchase of property for vocational-technical center purposes.

(1) The state of Montana, acting through the board of regents, may lease, for a term not to exceed 40 years, any building or lands for a vocational-technical center.

(2) The state of Montana, acting through the board of regents and on demand of a school district, shall lease or purchase the equity or interest of the school district in any building, land, or other property at a vocational-technical center on terms agreed to between the board of regents and the school district. A purchase may be by lump-sum payment, time payments, the assumption of bonded indebtedness, or any other mutually agreeable method....

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MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 1052 (1 of 1)

SUBJECT: PHYSICAL PLANT

Effective: July 1, 1987

Section: 1052 Vocational Technical Education
Center maintenance;
Funding sources

Issued: August 7, 1987

Approved: *PCTurkman*

Statutory authority:

Chapter 658, Montana Session Laws 1987, House Bill 39

Section 20. Source of financing for vocational-technical center facility maintenance. The source of funds for maintenance, remodeling, and renovation of vocational-technical center facilities may be either federal funds or state funds specifically appropriated by the legislature and approved by the board of regents, or any combination of these funds.

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1100

PRIVATE
INSTITUTIONS

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 1200 (1 of 1)

SUBJECT: ATHLETICS

Effective: June 7, 1991

Section: 1200 Index

Issued: June 7, 1991

Approved: *EWheat*

<u>Section</u>	<u>Subject</u>	<u>Last Date Issued</u>
1200	Index	06-07-91
1201	Non-spectator sports	05-11-77
1202	Intercollegiate athletics	
1202.1	Program guidelines	07-12-77
1202.2	Conference participation	11-01-77

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

PAGE: 1201 (1 of 1)

SUBJECT: ATHLETICS

Effective: July 8, 1974

Section: 1201 Non-spectator sports

Issued: May 11, 1977

Approved: *P.C. Durbin*

Board policy:

Insofar as an intercollegiate athletic program is maintained at any of the units of the Montana University System, non-spectator sports should be given such emphasis and support as is appropriate to their continuation and to the maintenance of a well-rounded program.

History:

Item 5-004-R0774, July 8, 1974.

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 1202.1 (1 of 1)

SUBJECT: ATHLETICS

Effective: July 11, 1977

Section: 1202.1 Program guidelines

Issued: July 12, 1977

Approved: *P.C. Dunham*

Board policy:

1. Intercollegiate athletics is defined as a university or college program.

2. The Board of Regents expects that programs of intercollegiate activities shall be conducted which are suitable for the respective institutions. The desirability of applying certain common principles for the support and operation of intercollegiate athletics is recognized.

3. Intercollegiate athletics shall be budgeted and funded in the same manner as any other regular program of the university system.

Each campus shall formulate procedures to insure student participation in decisions concerning the intercollegiate athletic program.

4. To assure the absence of any discrimination between the two programs on the basis of sex, the units of the Montana University System are authorized to make available for women's intercollegiate athletics such fee waivers and other forms of support as are proportionately commensurate with those authorized for men's intercollegiate athletics.

5. Each institution will comply with National Collegiate Athletic Association, National Association of Intercollegiate Athletics regulation, or Association for Intercollegiate Athletics for Women, whichever is applicable in accordance with University unit membership, and with the rules established by the athletic conferences to which each unit now belongs or may join.

6. No athlete shall be given an academic scholarship or an academic grant-in-aid except when qualified for such an award on the basis of academic performance the same as any other student.

History:

State Board of Education ex officio Regents of the University of Montana, October 9, 1961; Board of Regents of Higher Education, September 8, 1975; Item 5-005-R0774, July 8, 1974; Item 15-003-R0277, February 14, 1977, Item 17-005-R0777, July 11, 1977.

Note: "Guide for Conduct of Intercollegiate Athletics for the University of Montana" dated October 9, 1961 is hereby rescinded as is Item 5-005-R0774.

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Policy and Procedures Manual

PAGE: 1202.2 (1 of 1)

SUBJECT: ATHLETICS

Effective: Oct. 28, 1977

Section: 1202.2 Conference participation

Issued: November 1, 1977

Approved: *P.C. Tundak*

Board policy:

1. Intercollegiate athletics at all units of the Montana University System should be funded in a manner that will provide a budget sufficient to allow the institutions to be competitive in their respective conferences;

2. the Board will consider the budget totals, numbers of scholarships provided and the number of intercollegiate sports being supported by the other institutions in the conference;

3. such funding may be derived from the following sources in such percentages as deemed advisable, giving due regard to the sources and percentages of support being received by the other participants in the conference:

- a. fee waivers granted by the Regents for in-state, as well as out-of-state students, up to the maximum conference allowable totals;
- b. state funding;
- c. other income (defined as gate receipts, guarantees, concessions, programs, TV, radio rentals, etc.)

History:

State Board of Education ex officio Regents of the University of Montana, December 10, 1962; February 11, 1963; Board of Regents of Higher Education, October 19, 1963; Item 17-006-R0777, Athletics; Conference Participation, (Revised) October 28, 1977.

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Policy and Procedures Manual

PAGE: 1300 (1 of 1)

SUBJECT: VOCATIONAL TECHNICAL EDUCATION

Effective: June 7, 1991

Section: 1300 Index

Issued: June 7, 1991

Approved: *E. Wheat*

<u>Section</u>	<u>Subject</u>	<u>Last Date Issued</u>
1300	Index	06-07-91
1301	Interim policies	08-07-87

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Policy and Procedures Manual

PAGE: 1301 (1 of 2)

SUBJECT: VOCATIONAL TECHNICAL EDUCATION

Effective: July 27, 1987

Section: 1301 Interim policies

Issued: August 7, 1987

Approved: 

Board policy:

It is the intent of the Montana Board of Regents of Higher Education to provide quality vocational-technical education for the citizens of Montana. In order to assure a smooth transition in the operation of the five vocational-technical centers that have been transferred to the board under HB39, 1987 Legislature, the following interim policies are adopted.

1. State Plan. (A) The state plan for vocational-technical education for Fiscal Years 1986 through 1988, adopted pursuant to federal law, is affirmed, subject to amendment by agreement of the state and the federal government.

(B) Operation of the vocational-technical centers shall be in conformance with the state plan.

2. Center Directors. Individuals appointed as directors of the vocational-technical centers shall be considered professional employees of the board, subject to the relevant provisions of board policies and procedures.

3. Existing Collective Bargaining Agreements. The operation of the vocational-technical centers shall be carried out in a manner that accommodates existing non-administrative collective bargaining agreements through June 30, 1989.

4. Policies and Procedures of the Superintendent of Public Instruction. The operation of the vocational-technical centers shall conform to the policies and procedures of the superintendent of public instruction, 12/86 revision, except to the extent those policies and procedures are preempted by state or federal law, this policy, future policies of the Board of Regents, or instructions of the Commissioner of Higher Education. In implementing the superintendent's policies and procedures, references to the State Superintendent, Office of Public Instruction, or OPI shall be taken to mean the Board of Regents where appropriate.

5. Teacher Certification. An individual need not be certified in order to serve as an instructor at a vocational-technical center. However, center instructors represented by a collective bargaining unit will have to comply with the appropriate collective bargaining agreement.

6. Center Funding. The financial affairs of the vocational-technical centers shall be in compliance with state and federal law. The Commissioner of Higher Education shall develop procedures for center accounting and fiscal matters.

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Policy and Procedures Manual

PAGE: 1301 (2 of 2)

SUBJECT: VOCATIONAL TECHNICAL EDUCATION

Effective: July 27, 1987

Section: 1301 Interim policies

Issued: August 7, 1987

Approved: *P. C. Dunham*

7. Center Governance. The Commissioner of Higher Education shall prepare a governance handbook containing applicable state and federal laws, Board policies, and operating memoranda developed by the staff of the Board.

8. Center Policy Development. The Commissioner of Higher Education shall prepare necessary vocational technical education policies for consideration by the Board of Regents.

History:

Item 55-7001-R0687, Interim Vocational Technical Center Policies, June 5, 1987

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MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 1900 (1 of 1)

SUBJECT: MISCELLANEOUS

Effective: Dec. 30, 1998

Section: 1900 Index

Issued: Dec. 30, 1998

Approved: *E. Dale*

<u>Section</u>	<u>Subject</u>	<u>Last Date Issued</u>
1900	Index	12-30-98
1901	Management of Computing Equipment	06-15-78
1901.1	Unauthorized copying and use of computer software	08-07-87
1902	Minority Achievement, Montana University System	12-26-90
1903	Publication cost disclosure	06-15-79
1905	Memorandum of Agreement, Montana State University Endowment and Alumni Foundation	07-06-81
1907	Telecommunications	
1907.1	Montana University System	04-23-84
1908	AIDS policy	07-08-88
1909	Competition with the Private Sector; Montana University System	12-30-98

MONTANA UNIVERSITY SYSTEM
Policy and Procedures Manual

SUBJECT: MISCELLANEOUS

Section: 1901 Management of Computing
Equipment

PAGE: 1901 (1 of 1)

Effective: July 12, 1976

Issued: June 15, 1978

Approved: *P.C. Dunbar*

Board policy:

I. Each campus of the Montana University System shall establish centralized management of all computing equipment other than research or laboratory machines.

History:

Item 13-001-R0776, Policy on Management of Computing Equipment,
Montana University System, July 12, 1976

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

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PAGE: 1301 (2 of 2)

SUBJECT: VOCATIONAL TECHNICAL EDUCATION

Effective: July 27, 1987

Section: 1301 Interim policies

Issued: August 7, 1987

Approved: *P. C. Dunbar*

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PAGE: 1900 (1 of 1)

SUBJECT: MISCELLANEOUS

Effective: Dec. 30, 1998

Section: 1900 Index

Issued: Dec. 30, 1998

Approved: *E. Dale*

<u>Section</u>	<u>Subject</u>	<u>Last Date Issued</u>
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Policy and Procedures Manual

PAGE: 1901 (1 of 1)

SUBJECT: MISCELLANEOUS

Effective: July 12, 1976

Section: 1901 Management of Computing
Equipment

Issued: June 15, 1978

Approved: *P.C. Dunbar*

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Item 13-001-R0776, Policy on Management of Computing Equipment,
Montana University System, July 12, 1976

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

PAGE: 1901.1 (1 of 1)

SUBJECT: MISCELLANEOUS

Effective: July 27, 1987

Section: 1901.1 Unauthorized copying and
use of computer software

Issued: August 7, 1987

Approved: *P.C. Dunder*

Introduction:

Software and Intellectual Rights

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community. (EDUCOM Software Statement)

Board policy:

1. Employees and students of any unit of the Montana University System, community college or vocational technical center are prohibited from making or using any unauthorized copy or copies of computer software or related documentation.
2. Employees and students are subject to disciplinary actions under appropriate employee or student regulations in addition to any civil or criminal penalties which may be imposed as a result of vendor action.
3. In the event an employee is sued by the copyright owner or licensor, the indemnification policy in section 804.4 of the Policy and Procedures Manual will be utilized.
4. Each president or vocational technical center director shall insure that a unit policy is established and distributed to all employees and students. The campus policy shall be reviewed by university legal counsel for compatibility with appropriate federal and state law and regental policy.

History:

Item 55-002-R0687, Unauthorized copying and use of computer software;
Montana University System

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Policy and Procedures Manual

PAGE: 1902 (1 of 4)

SUBJECT: MISCELLANEOUS

Effective: Sept. 13, 1990

Section: 1902 Minority Achievement;
Montana University System

Issued: Dec. 26, 1990

Approved: *P. J. Brink*

Board Policy:

The Board of Regents recognizes the desirability for campus environments to promote multicultural diversity and for the participation and achievement of American Indian and other minority students to be, at a minimum, equal to their representation in the state's population. To that end, the Board pledges its cooperation with the Board of Public Education, the Office of Public Instruction, American Indian tribal colleges, and other American Indian and minority entities within the State and adopts the following goals for higher education in Montana:

1. To enroll and graduate American Indians and other minorities in proportion to their representation in the state's population. In measuring the outcome of this goal it is expected that the students would originate from the State of Montana and that the proportional representation would apply both at the undergraduate and graduate levels. Further, it is expected that the minority students would have comparable levels of achievement with non-minority students.

2. To increase the employment of American Indians and other underrepresented minorities in administrative, faculty and staff positions to achieve representation equal to that of the relevant labor force.

3. To enhance the overall curriculum by infusion of content which enhances multicultural awareness and understanding.

The following guidelines based upon recommendations from the National Center for Postsecondary Governance and Finance should be considered:

1. State Priorities Publicly. Colleges and universities that publicly announce goals to eliminate race/ethnicity-related differences in achievement via press releases and other public statements in a wide range of arenas indicate their commitment to educational opportunity.

2. Commit Discretionary Dollars. Discretionary institutional dollars spent to recruit, retain and graduate American Indian and other minority students communicates commitment better than federal or state categorical grant programs. Conversely, limiting participation in programs to eligible

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Policy and Procedures Manual

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SUBJECT: MISCELLANEOUS

Effective: Sept. 13, 1990

Section: 1902 Minority Achievement;
Montana University System

Issued: Dec. 26, 1990

Approved: *P. D. Smith*

students according to state or federal guidelines, or terminating programs when external funds are withdrawn, advertises that commitment to equal educational opportunity is optional. College presidents are encouraged to plan for use of various strategies to enable their institution to use a portion of their available discretionary funds each year to support the Board policy.

3. Employ American Indian and other Minority Leaders. Employing American Indian and other minorities in positions of senior leadership sends a clear message about the importance and value of cultural diversity among professional institutional staff.

4. Collect Relevant Data. Institutions that routinely collect information about the achievement patterns of American Indian and other minority undergraduates, differentiated by admission status and department, are well positioned to address popular perception and to design focused strategies that build on success and contain failure.

5. Meet Student Needs Systematically. Institutions intent on equity will provide comprehensive and integrated support services to remove barriers to academic achievement and social integration. Institutions will take a proactive role in helping American Indian and other minority students secure financial aid based on their participation in support programs and their potential for earning supplemental income.

6. Emphasize Quality. In the past it has been common to define quality as a function of those excluded. Institutions with the smallest acceptance ratios excluded minorities disproportionately. Today any workable definition of quality must include diversity, but not at the expense of rigor and excellence. American Indian and other minority students need high quality education.

7. Collaborate With Public Schools, Private and Parochial Colleges, Community Businesses, Tribal Agencies, Tribal Colleges and other Agencies. A team approach will enable communities of organizations to raise the aspirations of American Indian and other minority students and to strengthen their academic preparation. Elementary and high school students need

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SUBJECT: MISCELLANEOUS

Effective: Sept. 13, 1990

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Montana University System

Issued: Dec. 26, 1990

Approved: *N. D. Bushy*

demystifying campus contacts and role models and should be given adequate financial aid information.

Articulation arrangements should be developed between community colleges, tribal colleges and four-year programs to eliminate unnecessary loss of transfer credit. Organizations and businesses influential in the American Indian and other minority communities should motivate and provide economic support for the college bound.

8. Provide a Supportive Learning Environment. Bridge programs, extended classes covering required material, tutoring, learning laboratories, collaborative study groups and intrusive advising should be provided to help under-prepared students who are the most vulnerable to academic failure.

9. Support the Development of Culturally Sensitive and Multicultural Faculty. Effective institutions expand the pool of American Indian and other minority professors by mentoring graduate students or junior faculty members and providing them with support for additional graduate training. Such institutions also give rewards, tenure and promotion based on evidence of good teaching--characterized by direct student contact, caring, mentoring, sensitivity to cultural differences, and high expectations for all students.

Institutions also provide campus wide sensitization activities that address racism, cultural differences and awareness, learning styles and environments on an ongoing basis.

10. Develop and Maintain a Comfortable Social Environment on Campus and in the Greater Community. Academically well-prepared American Indian and other minority students have been distracted from their studies by incidents of racism. Institutions concerned about eliminating discrimination, harassment and low expectations for minorities, provide special programs, services, and facilities to help minority groups retain their sense of cultural identity and adjust to isolation. The most effective strategy is proportional representation.

Procedures:

In consultation with the Office of the Commissioner of Higher Education, each campus president or director will develop an action plan to accomplish

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

Policy and Procedures Manual

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SUBJECT: MISCELLANEOUS

Effective: Sept. 13, 1990

Section: 1902 Minority Achievement;
Montana University System

Issued: Dec. 26, 1990

Approved: *P. D. Brooks*

the System goals for multicultural diversity. The plans are to be submitted to the Board of Regents. The Commissioner will establish a deadline for submission of campus action plans so those plans can be implemented September 1, 1991. Action results will periodically be submitted to the Commissioner who will make available such results to interested parties and to the general public.

History:

Item 67-001-R0690, Minority Achievement; Montana University System, September 13, 1990.

R E S C I N D E D
REMOVE THIS SECTION FROM THE POLICY MANUAL

MONTANA UNIVERSITY SYSTEM

Policy and Procedures Manual

PAGE: 1902 (1 of 2)

SUBJECT: MISCELLANEOUS

Effective: Mar. 22, 1985

Section: 1902 Charter Flights

Issued: Apr. 4, 1985

Approved: *P. C. Durham*

Board policy:

1. Arrangements for charter flights out of the United States by students, faculty and others associated with the various units of the Montana University System shall be coordinated through the Office of the Commissioner of Higher Education to assure maximum availability throughout the system.

Procedures:

1. The Commissioner of Higher Education, as executive officer of the Montana University System and the Board of Regents, will review and approve all proposed charter flights to be sponsored at any of the campuses and will sign all contracts with carriers to provide charter flights.

2. When a charter flight is proposed, the faculty or staff member arranging the tour will submit his proposal in writing to the Commissioner. The Commissioner will, upon approval of the proposal, designate that faculty or staff member as his campus representative for coordination of the charter.

3. All charter flights sponsored by any member of the Montana University System will be available to students, faculty and staff at all other units. Notice of preparations for a charter flight should be given all campuses by the Commissioner through the presidents, the student newspapers, staff bulletins and whatever other means are appropriate. If response or demand for the charter is greater than the available seats, priority will be given to members at the sponsoring institution if applications are received from other campuses. Whenever possible, however, applications should be evaluated on a first-come, first-served basis.

4. Proposals for overseas charter flights should be received approximately twelve months prior to departure date. Preparations should begin immediately upon approval of proposed charter to insure maximum participation.

5. Proposals for domestic charter flights large enough to be advertised system-wide should be received approximately six months in advance or in time to insure the successful coordination of the trip.

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Policy and Procedures Manual

PAGE: 1902 (2 of 2)

SUBJECT: MISCELLANEOUS

Effective: Mar. 22, 1985

Section: 1902 Charter Flights
of Materials

Issued: Apr. 4, 1985

Approved: *P.C. Duncan*

6. Preparations for all charter flights should be coordinated through a local travel agency whenever possible and the Commissioner should be notified of the selection of the agency.

7. An application form for those wishing to participate in a charter flight will be made available through the Commissioner's Office. This form will include information on the applicant's affiliation with the Montana University System and a statement of waiver of liability or responsibility of the Montana University System. When a charter flight is approved, a supply of these forms will be sent to the coordinator on campus. No one will be allowed to participate in a charter flight who has not completed this form.

8. All those wishing to participate in a charter flight sponsored by the Montana University System will be required to purchase trip cancellation insurance and to have adequate life and accident insurance coverage. A statement to that effect will be included on the application form. (Trip cancellation insurance is made available through the carrier for a nominal fee and insures that if the person is unable to go on the flight because of sickness or injury, his or her expenses are refundable or deductible and are not pro-rated among the other participants.)

9. This policy does not apply to those domestic flights arranged for the benefit of a small group of students, usually in a single discipline from one campus, and which are not arranged by charter.

History:

Item 3-011-R1273, Policy Regarding Charter Flights, Montana University System, December 10, 1973; Implementing Guidelines Issued by the Commissioner of Higher Education, May 29, 1975; policy rescinded 3/22/85.

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POLICY AND PROCEDURES MANUAL

PAGE: 1903 (1 of 1)

SUBJECT: MISCELLANEOUS

Effective: May 29, 1979

Section: 1903 Publication
cost disclosure

Issued: June 15, 1979

Approved: *P.C. Dunham*

Statutory citation:

House Bill 436, 1979 Legislature

Administrative policy:

1. Funds available to the units of the Montana University System or to the office of the Commissioner of Higher Education may be used for necessary printing costs without the necessity for approval of the publication or the use of the funds by the publishing policy committee created by House Bill 436 of the 1979 legislature.

2. The units of the Montana University System and the office of the Commissioner of Higher Education shall comply with the intent of HB 436, where convenient and feasible, under guidelines established by the Commissioner of Higher Education.

History:

Memorandum from George R. Bandy, Acting Commissioner, to Presidents,
May 29, 1979

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PAGE: 1904 (1 of 1)

SUBJECT: MISCELLANEOUS

Effective: Feb. 22, 1984

Section: 1904 Implementation of
Department of Administration
Memos

Issued: Apr. 4, 1984

Approved: *P.C. Dunham*

Administrative policy:

1. Department of Administration memos will be implemented by units of the Montana University System.
2. The Commissioner's office or a campus administration may raise concerns about a particular memo in which case the campuses will be advised by the Commissioner's office not to implement the memo until the matter has been reviewed.
3. Department of Administration memos will be monitored by the appropriate staff person in the Commissioner's office:

SBAS matters - Steve Bennyhoff

Personnel matters - Joe Sicotte

History:

Council of Presidents, May 14, 1979

***** RESCINDED *****



MONTANA UNIVERSITY SYSTEM
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PAGE: 1905 (1 of 1)

SUBJECT: MISCELLANEOUS

Effective: June 26, 1981

Section: 1905 Endowment and Alumni Foundation;
Montana State University

Issued: July 6, 1981

Approved: *P.C. Duvall*

Board policy:

1. Montana State University is authorized to extend its Memorandum of Agreement with the Endowment and Alumni Foundation as follows:

- a. The Endowment and Alumni Foundation at Montana State University may erect one or more research buildings upon lands owned by the State of Montana.
- b. An area of approximately six acres shall be set aside on the campus of Montana State University for that purpose.
- c. A second building to contain about 8,000 gross square feet of floor space for offices and laboratories shall be erected within the near future.
- d. Additional buildings of similar size and design may be added to this complex as the volume of the research and the income from such research may make feasible, and approved by the Board of Regents.
- e. The Endowment and Alumni Foundation at Montana State University shall finance the construction of said building or buildings from assets currently held by the Foundation and borrowed funds, with the loan(s) to be repaid from income generated by the research project(s) occupying the building(s).
- f. Title to the building or buildings shall revert to the State of Montana for the use of Montana State University when all obligations have been retired.

History:

Item 203-208, Memorandum of Agreement between the Endowment and Research Foundation at Montana State University and Montana State University, July 10, 1967; Item 31-201-R0681, Authorization for Extending Memorandum of Agreement between the Endowment & Alumni Foundation (formerly Endowment & Research Foundation) with certain modifications, June 26, 1981.

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PAGE: 1906 (1 of 2)

SUBJECT: MISCELLANEOUS

Effective: July 1, 1989

Section: 1906 Collection and Remittance of
Fees for Student, Non-profit
Non-partisan organization;
University of Montana

Issued: Mar. 22, 1989

Approved: *Phillip D. Brooks*

Board policy:

1. The Associated Students of the University of Montana is authorized to collect a special and voluntary fee of any amount up to, but not exceeding, \$2 per quarter or \$3 per semester, on behalf of the Montana Public Interest Research Group; and to remit the proceeds thereof to that corporation under the following terms and conditions.

Procedures:

1. The corporation must be a Montana non-profit and non-partisan corporation run solely by University of Montana students.

2. The articles of incorporation and by-laws of the corporation shall assure that the procedures and activities of the corporation are democratically controlled by Montana college students of the University of Montana, and shall clearly limit the corporate activities to those activities which advance the general welfare of students consistent with the overall educational mission of the University of Montana.

3. The fee be collected incidental to the regular registration process and that it be made clearly known to each student that it is a voluntary fee.

4. The fee collection process be initiated only after it has been clearly demonstrated that there is general and substantial support for the corporation among the students of the University of Montana.

5. An assessment of collection and disbursement costs of up to 3.5% of all funds collected shall be deducted prior to remittance to the corporation of the balance of the fees collected.

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SUBJECT: MISCELLANEOUS

Effective: July 1, 1989

Section: 1906 Collection and Remittance of
Fees for Student, Non-profit
Non-partisan organization;
University of Montana

Issued: Mar. 22, 1989

Approved: *Phillip D. Brooks*

Procedures: (Continued)

6. The agreement between ASUM and MontPIRG entered into pursuant to the authority of this policy shall be for a period of two years. This agreement shall be renewed by:

- a. the majority vote of the students voting on continuation of the MontPIRG voluntary student fee in a referendum to be held either as a part of winter term registration or to coincide with ASUM spring elections and with voting to continue until at least 25 percent of the student body votes; or by,
- b. a majority of the U of M student body signing a petition in support of continuing the MontPIRG voluntary student fee.

Definitions:

Voluntary Fee: For purposes of this policy a voluntary fee is one that is assessed only when a student makes a positive designation that the student wishes to pay the fee.

History:

Item 34-104-R1281, Collection and Remittance of Fees for Student Non-profit, Non-partisan organization, University of Montana, December 11, 1981 as revised April 16, 1982, April 18, 1984, March 22, 1985, April 28, 1987, December 11, 1987, and March 16, 1989.

0363Z

THIS POLICY IS EFFECTIVE August 1, 1986

MONTANA UNIVERSITY SYSTEM

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PAGE: 1906A (1 of 2)

SUBJECT: MISCELLANEOUS

Effective: Aug. 1, 1986

Section: 1906A Collection and Remittance Issued: May 15, 1985
of Fees for Student, Non-profit
Non-partisan organization;
University of Montana

Approved: *P. C. Durbin*

Board policy:

1. The University of Montana is authorized to collect a special and elective fee of any amount up to, but not exceeding, \$2 per quarter or \$3 per semester, on behalf of Montana Public Interest Research Group; and to remit the proceeds thereof to that corporation under the following terms and conditions.

Procedures:

1. The corporation must be a Montana non-profit and non-partisan corporation run solely by University of Montana students.

2. The articles of incorporation and by-laws of the corporation shall assure that the procedures and activities of the corporation are democratically controlled by students of the University of Montana, and shall clearly limit the corporate activities to those activities which advance the general welfare of students consistent with the overall educational mission of the University of Montana.

3. The fee be collected incidental to the regular registration process and that it be made clearly known to each student that it is a voluntary and elective fee.

4. The fee collection process be initiated only after it has been clearly demonstrated that there is general and substantial support for the corporation among the students of the University of Montana.

5. An assessment of collection and disbursement costs of up to 3.5% of all funds collected shall be deducted prior to remittance to the corporation of the balance of the fees collected.

THIS POLICY IS EFFECTIVE August 1, 1986

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SUBJECT: MISCELLANEOUS

Effective: Aug. 1, 1986

Section: 1906A Collection and Remittance of Fees for Student, Non-profit
Non-partisan organization;
University of Montana

Issued: May 15, 1985

Approved: *P.C. Durbin*

Procedures: (Continued)

6. The president of the University of Montana is granted broad authority to impose such additional requirements as may be appropriate in any contract developed pursuant to paragraph 8 hereof and to otherwise assure that there is full compliance with this policy by the corporation.

7. The president of the University of Montana, when the above conditions are met, is authorized, but not required, to enter into a contract with the corporation specifying the arrangements for collection of fees consistent with this policy.

Definitions:

Elective fee: A fee assessed only after the student at registration affirmatively indicates his intention to pay the fee.

History:

Item 34-104-R1281, Collection and Remittance of Fees for Student Non-profit, Non-partisan organization, University of Montana, December 11, 1981 as revised April 16, 1982 and April 18, 1984 and March 22, 1985.

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PAGE: 1907.1 (1 of 2)

SUBJECT: MISCELLANEOUS

Effective: April 13, 1984

Section: 1907.1 Telecommunications Policy;
Montana University System

Issued: Apr. 23, 1984

Approved: *B.C. Durbin*

Board policy:

1. Units of the Montana University System are encouraged to use telecommunications in the conduct of their mission as appropriate to their role and scope. Telecommunication is defined as any program, product or activity that uses electronic means in its delivery to multiple users.

2. In addition to radio and television broadcasts, the board recognizes a variety of other mechanisms for information dissemination and reception. These include microwaves, instructional television fixed services (ITFS), hard wire, cable and various satellite linking systems. All have potential for use in higher education. The board encourages the utilization of such technology within the system either by individual units or on a shared basis with other units. Where licenses are required for the use of these systems, the approval procedure outlined below should be followed.

Procedures:

1. Units may develop educational broadcast radio and/or television stations with the prior approval of the Board of Regents. License applications shall be made in the name of the unit. Each unit is responsible for the administration of the station.

2. For the purpose of reviewing proposals, the following information will be submitted for board consideration:

- a. Evidence of service to the unit and to the immediate community
- b. Statement of general programming goals
- c. Evidence of financial resources
- d. Evaluation of impact on other units in the system and on their communities and the state
- e. Administrative structure, including advisory councils.

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PAGE: 1907.1 (2 of 2)

SUBJECT: MISCELLANEOUS

Effective: April 13, 1984

Section: 1907.1 Telecommunications Policy;
Montana University System

Issued: Apr. 23, 1984

Approved: *P.C. Dunbar*

3. Proposals to provide an extension of originating signals through translators shall also require prior board approval.

History:

Item 42-003-R1283; Telecommunications Policy, Montana University System, April 13, 1984.

MONTANA UNIVERSITY SYSTEM

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PAGE: 1907.2 (1 of 1)

SUBJECT: MISCELLANEOUS

Effective: Jan. 31, 1986

Section: 1907.2 Telecommunications;
Northern Montana
College

Issued: Feb. 24, 1986

Approved: *P.C. Trench*

Board policy:

1. The President of Northern Montana College is authorized to proceed to plan public radio and television facilities, including the submission of necessary grant and license applications.

History:

Item 50-801-RO186, Public Radio and Television; Northern Montana College, January 31, 1986.

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PAGE: 1908 (1 of 2)

SUBJECT: MISCELLANEOUS

Effective: May 6, 1988

Section: 1908 AIDS Policy;
Montana University System

Issued: July 8, 1988

Approved: *PCTDum*

Board Policy:

The existence of AIDS in an individual does not, in and of itself, present a condition that precludes school attendance or employment. Decisions affecting the current assignment or placement of a student or employee known to be infected with AIDS shall be governed by applicable statutes, health regulations, and policies of the Board of Regents.

Definitions:

1. For the purposes of this policy AIDS means the acquired immune deficiency syndrome, a related complex, or potential AIDS as indicated by the presence of human T-lymphotropic virus type III antibody.

2. Campus AIDS officer means any person designated by a campus president to carry out the responsibilities of this policy.

Procedures:

1. Any person with questions or seeking information regarding AIDS may contact the campus AIDS officer. The campus AIDS officer may inform the president if an employee or student identified as an actual or potential AIDS carrier poses a significant risk as a transmitter to other in the school setting.

2. The President, upon advice of an ad hoc committee, may with good reason exclude the student or employee from a placement or assignment which is deemed to put others at risk. The ad hoc committee, established on a case by case basis, shall include the campus AIDS officer, a physician knowledgeable with the disease, and others deemed necessary to provide information relevant to an informed decision.

3. The confidentiality of the infected student or employee shall be protected by limiting notice of the report to those persons with a legitimate need for such information.

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Effective: May 6, 1988

Section: 1908 AIDS Policy;
Montana University System

Issued: July 8, 1988

Approved: *PC Dink*

4. The above policy shall be applicable unless a campus president has approved separate campus procedures. Campus procedures adopted hereunder shall not serve as the basis for creating substantive legal rights over and above those otherwise existing by virtue of Regents' policy or state or federal law.

5. A copy of any such campus policy shall be forwarded to the Office of the Commissioner of Higher Education.

History:

Item 58-002-R0388, Montana University System AIDS Policy, May 6, 1988.

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PAGE: 1909 (1 of 3)

SUBJECT: MISCELLANEOUS

Effective: Nov. 19, 1998

Section: 1909 Competition with the Private Sector;
Montana University System

Issued: Dec. 30, 1998

Approved: *E. Dale*

Board policy:

1. Campuses of the Montana University System should engage only in activities consistent with their published and approved missions.
2. While in some instances it may be inevitable or necessary for a campus of the university system to engage in activities and services that may be in competition with the private sector, those activities should clearly be a by-product of the campus' effort to pursue its educational, research, and public service mission, or should contribute to the campus' ability to achieve its mission. Activities or services offered primarily to members of the campus community are not precluded by this policy.
3. It is the responsibility of each President and Chancellor of the university system to review carefully activities that are marketed, appear to be focused on the generation of income, and that compete with the private sector. Because of the possibility of new businesses coming into the marketplace, this review will be conducted annually.
4. The review by the President and Chancellor will include the appropriateness of pricing of goods and services in order to prevent an unfair cost advantage coming to a campus of the university system because of state support.
5. The review by the President and Chancellor will ensure that the amount of resources invested in the activity is consistent with the relationship of the activity to the campus' mission and does not appear to have as its purpose growth or expansion beyond what is needed for achievement of that mission.
6. In all areas in which there may be competition with the private sector, the President or Chancellor will make pro-active efforts to seek public/private partnerships, with a concern of ensuring fairness to all parties.

Procedures:

1. The Commissioner of Higher Education, the Presidents, and the Chancellors of the Montana University System will make consistent efforts to inform the campuses and the public of the existence of this policy.
2. Review of activities will take place in the manner suggested by the flow chart appended to this policy.
3. Informal resolution process. Each campus chief executive officer will make clear to the campus community and the public the willingness to pursue informal resolution with any private sector organization that believes it has been the victim of unfair competition. The CEO should provide the campus rationale for engaging in the activity, including the documentation of the campus' internal review before the activity was initiated. During this phase, the development of public/private partnerships should

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Approved: *E. Dale*

be explored. The President and the Commissioner will be informed at the time this type of concern is brought before the CEO.

4. Formal complaint process. Any private-sector organization not satisfied with the outcome of the attempt at informal resolution may file a written complaint with the University President. The written complaint should include specific violations of this policy. The University President will respond to the written complaint within two weeks of receipt of the complaint. If the complainant is not satisfied with the response of the President, the President's decision may be appealed to the Commissioner. The Commissioner has two weeks to rule on the appeal. The Commissioner's decision may be appealed to the Board of Regents in writing, and action on the appeal will be taken at the next regularly scheduled Board meeting. The Board of Regents is the final authority on what practices are in the best interests of the Montana University System and are allowed on the system's campuses. This policy conveys no right upon any party beyond seeking review by the Regents.

5. The Commissioner will provide the Board of Regents an annual report on the implementation of this policy.

History:

Item 100-002-R0998, Competition with the Private Sector; Montana University System (NEW Board of Regents' Policy), approved November 19, 1998.

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SUBJECT: MISCELLANEOUS

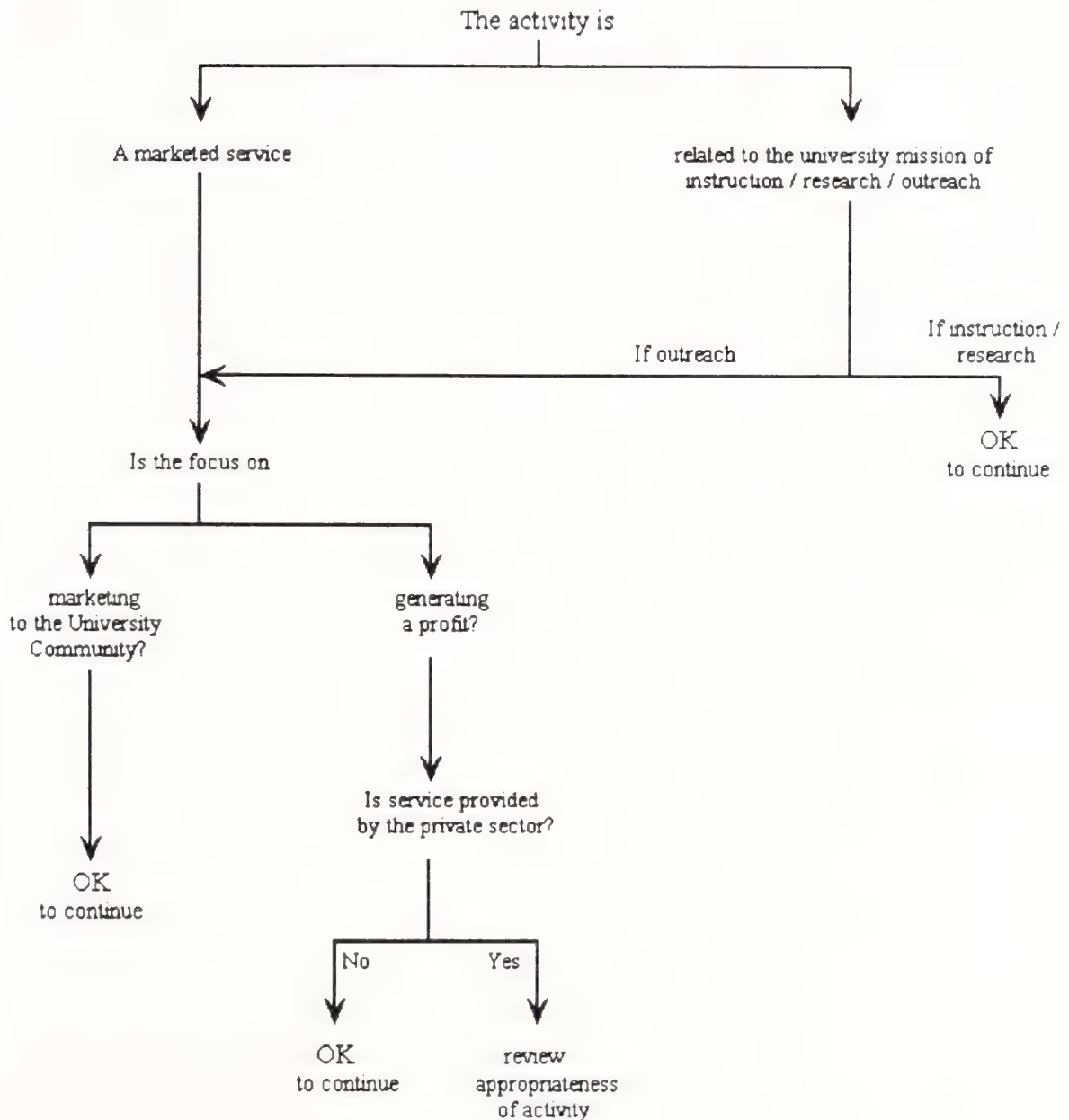
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Montana University System

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Process for Review of University Activities



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Effective: Oct. 11, 1999

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Approved: *E. Dale*

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